

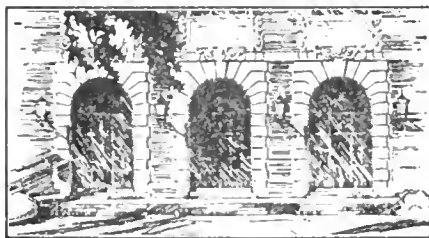
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INVENTORY OF THE COUNTY ARCHIVES OF ILLINOIS

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SCOTT COUNTY
NO. 85
WINCHESTER

THE HISTORICAL
RECORDS SURVEY
CHICAGO - ILLINOIS

INVENTORY OF THE COUNTY ARCHIVES
OF ILLINOIS

Prepared by

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

No. 85. SCOTT COUNTY (WINCHESTER)

* * * * *

Chicago, Illinois
The Historical Records Survey
May 1938

The Historical Records Survey

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FOREWORD

The Inventory of County Archives of Illinois is one of a number of bibliographies of historical materials prepared throughout the United States by workers on The Historical Records Survey of the Works Progress Administration. The publication herewith presented, an inventory of the archives of Scott County, is number 85 of the Illinois series.

The Historical Records Survey was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the county, and also the needs of lawyers, business men and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by The Historical Records Survey attempt to do more than give merely a list of records - they attempt further to sketch in the historical background of the county or other unit of government, and to describe precisely and in detail the organization and functions of the government agencies whose records they list. The county, town, and other local inventories for the entire country will, when completed, constitute an encyclopedic of local government as well as a bibliography of local archives.

The successful conclusion of the work of The Historical Records Survey, even in a single county, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their cooperation is gratefully acknowledged.

The Survey was organized and has been directed by Luther H. Evans, and operates as a nation-wide project in the Division of Women's and Professional Projects, of which Mrs. Ellen S. Woodward, Assistant Administrator, is in charge.

HARRY L. HOPKINS
Administrator

PREFACE

The Historical Records Survey was initiated as a nation-wide undertaking in January 1936, as part of the Federal Writers' Project of the Works Progress Administration. In Illinois the Survey became an independent unit in August 1936, but continued to operate as a part of the nation-wide project under the technical supervision of Dr. Luther H. Evans, National Director, and under the administrative supervision of the Division of Women's and Professional Projects.

In compiling this Inventory of the Archives of Scott County, the Survey has sought to locate, describe, and classify all extant county records and to make them more easily accessible to county officials, the general public, and research workers. It is believed that this inventory will be useful in the preservation of this valuable material, and as a guide to the archives wherein may be found so much important information in the fields of history, sociology, political science, and economics. While some historians have realized this for many years, the general public has never been made aware of the intrinsic worth of this material. In the official documents of Scott County is continued the story of the coming into the wilderness of settlers who created a territory and the rudiments of a simple frontier government, bought and sold land, built roads, established schools, and later founded a state.

The Historical Records Survey has proved itself of valuable assistance to local and county governments in Illinois. Records have been re-arranged and made more accessible, material believed to be lost has been located, indexing projects have been fostered, and county officials have been encouraged and induced to provide new equipment for their offices and better storage space for the records.

In addition, the program of the Survey has been planned to dovetail with the long range plans of the State of Illinois for the care of its State and local archives. For example, the first step in the Illinois program, the moving of all state records into a new Archives Building, has been materially aided by the preparation of preliminary inventories by Survey workers for the various state departments. Again, the program of the State for the preservation of county records, including the making of microphotographic copies of all important historical documents, obviously presupposes inventories such as The Historical Records Survey is now making.

Since under Illinois law no records may be destroyed without specific enabling legislation, the tremendous increase in the bulk of records being produced today makes it impossible for either the State or the counties to preserve all records. Hence, there has been considerable destruction of records. The inventories being compiled by The Historical Records Survey now make possible for the first time a scientific study of the whole question of record destruction. If, as seems likely, this results in adequate and sensible legislation permitting necessary reduction in the bulk

Preface

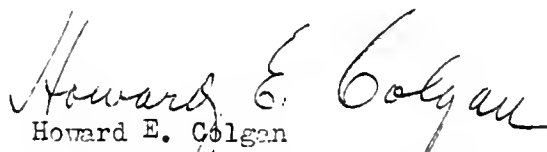
of records, this single use of the inventories may prove the most important contribution of the Survey.

Work on the survey of records of Scott County, the eighty-fifth county on the alphabetically arranged list of the one hundred and two counties in Illinois, was begun August 26, 1936, and finished January 20, 1937. The inventory was taken by Ralph Cisne and Wilfred Marine under the supervision of V. C. Karcher. Rechecking, including a thorough search for missing and incomplete records was started September 25, 1937, and completed October 12, 1937.

The inventory was prepared for publication by the state editorial staff of The Historical Records Survey at Chicago, under the supervision of Herbert R. Rifkind. Assisting were: Martine O'Connor in charge of editing and re-editing; Kathleen Summitt in charge of arranging and indexing; Theodore Nicholson in charge of rechecking; Edward J. McDonough in charge of format and collation; Alonzo D. Brewer in charge of legal research; and Irving E. Barnett in charge of cartography. In addition, too much credit cannot be given to the other members of the editorial and typing staffs for their intelligent and diligent cooperation in the compilation of this inventory.

The various units of the Inventory of County Archives will be available for distribution to government offices, libraries, schools, and historical societies in Illinois, and libraries and governmental agencies in other states. Requests for information concerning particular units of the Inventory should be addressed to the state director.

All of the officers of Scott County cooperated in every possible way with the workers, and grateful acknowledgment of their aid is hereby made. County officials at the time of the Survey were: Bert Wills, County Clerk; N. J. Moore, Circuit Clerk; H. C. Montgomery, County Treasurer; Harry E. Gidney, Sheriff; C. C. Carter, State's Attorney; L. Allen Watt, County Judge; P. L. Blanseth, Superintendent of Schools; J. A. Young, Superintendent of Highways; Charles Shipley, Surveyor; W. E. Coultas, Coroner; and H. J. Rolf, W. E. Overton, James Landes, County Commissioners. I wish also to express appreciation for the cooperation rendered by the officers of the Illinois State Library, and by the officials of the Illinois Works Progress Administration, and the Federal Writers' Project. For the cover design and the binding we are indebted respectively to the Federal Art Project and the Bookbinding Project, of District 3, Chicago, Illinois.


Howard E. Colgan
State Director
The Historical Records Survey

May 15, 1938

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1. HISTORICAL SKETCH

Scott County, named for a county in Kentucky was separated from Morgan County by act of the Eleventh General Assembly, February 16, 1839.¹ One of the smallest counties in the state, with an area of 249 square miles, its boundaries have remained unchanged since the date of its creation. On the north and east it is bounded by Morgan County, the zigzag character of the boundary lines there resulting from the efforts of several members of the General Assembly to retain for the parent county Morgan, the towns of Lynville and Bethel and the rich lands surrounding them. On the south lies Greene County, and on the west Scott is bordered by the Illinois River, on the other side of which is Pike County.

As soon as it was proposed to create Scott County, three separate projects, each sponsored by a community, sprang up. The towns of North Prairie, Winchester, and Manchester, each eager for the honor of being the county seat, mapped out areas for the new county of which they were the centers. Winchester, as the most eligible center, finally succeeded in eliminating the other two, and the question simply simmered down to a numerical contest between the advocates and foes of the plan.

In his history of Scott County, N. M. Knapp, the first county clerk, relates that the whole county was scoured by the bearers of petitions.² Men, women, children, travelers, Negroes, Indians, and

1. L.1839, p. 126, sec. 1.

Be it enacted by the People of the State of Illinois, represented in the General Assembly, That all that part of country situated in the following boundary, to wit: Beginning in the centre of the channel of the Illinois River opposite the line between townships fifteen and sixteen north; thence, running east, on said line, to the line between ranges twelve and thirteen; thence, south, on said range line, to the northwest corner of section eighteen, in township fifteen north, range twelve west; thence, east, to the line between ranges eleven and twelve; thence, south, to the northwest corner of section eighteen; thence, east, to the northwest corner of section sixteen; thence, south to the northwest corner of section twenty-eight; thence, east, to the northwest corner of section twenty-six; all in township fourteen north, range eleven west; thence, south, to the line dividing Morgan and Greene Counties; thence, west, with said line, to the center of the channel of the Illinois River; thence, north, with the channel of said river, to the beginning; which shall constitute a county, to be called Scott.

2. N. M. Knapp, Historical Sketch of Scott County, Illinois, p. 2, 3.

all animals bearing names, were placed upon the petitions for or against, and in some cases, on both. The advocates for the proposed county found out from friends in the legislature, then meeting for the last time at Vandalia, the second capitol of Illinois, that the opponents of the measure were ahead. Determined to win at any cost, the petitioners adroitly tricked the leader of the opposition, a resident of North Prairie, into a false sense of security by sending a message purporting to come from a member of the Legislature, stating that the bill had been killed. While the leader of the opposition openly exulted, the petitioners frantically set about to secure more names, using in their extremity, it is said, names of postmasters of the United States, taken directly from the Post-office Blue Book. When on the day following the receipt of the message, the North Prairie leader heard the cannon boom in Winchester, he realized that he had been duped, and that the bill creating Scott County with Winchester as the county seat, had been passed.¹

One of the chief inducements toward making Winchester the county seat, was the liberal offer of its citizens to provide the site and \$5000 for the construction of a courthouse and jail. Previously, provision had been made in the act of creation² for a courthouse and jail to cost \$3,500 and \$1,500 respectively, but one building being deemed more practical, a combined courthouse and jail was constructed which served the county until the present courthouse was built in 1885.

The population of Scott County at the time of its creation consisted principally of emigrants from Kentucky, Tennessee, Virginia, North Carolina, England, Ireland, and Germany. Since Scott borders on the Illinois River, the chief artery of traffic across the State in those days, it follows that this region early knew the presence of white men. A name such as Mauvaise Terre Creek is indicative of early French exploration. The first railroad constructed in Illinois in 1837, using strap iron rails spiked on wooden stringers and mules for locomotive power, extended from Naples, a fort on the Illinois River in what is now Scott County, to Jacksonville in present-day Morgan County, a distance of twenty-five miles.

The first election of county officers was held on the third Monday of March, 1839, with organization being effected March 23rd. The original board of county commissioners named in the act of creation consisted of the justices of the peace in that section of Morgan County which was cut off to form Scott. These were David Rankin, Edward Mitchell, and Absolem Peak. The first commissioners elected by the electorate in August, 1839, were Edward Mitchell, Holloway W. Vansyckel, and Robert McCrackin. The first county clerk was N. M. Knapp; Levi Harlan was the first circuit clerk; and Thomas Kersey became the first county treasurer.

Scott County is one of the seventeen counties not under township

1. L.1839, p. 128, sec. 9.
2. L.1839, p. 128, 129, sec. 10.

organization whose business affairs are managed by boards of county commissioners, each board consisting of three members. In this respect Scott differs from the remaining eighty-five counties in the state which are governed by county boards of supervisors. Under the latter form of government, one supervisor is elected from each township, and the number of townships determines the membership of the county board of supervisors. In larger counties, however, provision is made for assistant supervisors.

County government by commissioners goes back to the first state Constitution of 1818 which made provision for the election of three county commissioners in each county. In the following year, 1819, the Legislature created for each county a county commissioners' court, composed of the three commissioners, which was to be in charge of all county business matters and welfare. These elected commissioners served for a term of two years. Later, in March 1837, the Legislature extended the commissioners' term to three years with the provision that the elected commissioners serve one, two, and three years, to be determined by lot, and a new commissioner to be elected each year. Thus, in 1839, when Scott County was formed, the three commissioners were elected under the revised legislation.

Then in accordance with the Constitution of 1848 and legislation passed February 12, 1849, the county court became successor to the county commissioners' court. The new court, when acting for county business matters, was composed of a county judge and two associate justices of the peace, each elected for a term of four years. Finally, under the Constitution of 1870, and in accordance with an act which went into effect in 1873, the board of county commissioners became successor to the county court. In Scott County, the first county commissioners elected in 1873 were John W. Sumner, James D. Roodhouse, and William R. Hamilton. The board remains the county governing body in Scott County.

Throughout the nearly one hundred years of its existence, Scott County has enjoyed a reputation of financial responsibility, and pride in its ability to provide for all the needs of its citizens. Its rolling terrain is all rich agricultural land. Excellent land and water transportation constitute a distinct aid to farmers in shipping their farm products to markets. In addition to the water transportation provided by the Illinois River, rail transportation is furnished by the Chicago, Burlington & Quincy, the Chicago and Alton, and the Wabash lines. The population of Scott County, according to the Census of 1930, is 8,539.

2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

The county in Illinois is a corporate body and an administrative unit of the state. In Scott County, as in others not organized under township organization, several administrative districts are established as units of county government.

The board of county commissioners has general administrative jurisdiction of county affairs, including authority to raise revenue within statutory limits, control of public and semipublic funds, and management of corporate property. This governing body is also charged with the maintenance of a county library system, the appropriation of money for roads and bridges, and appropriations for public assistance and for the management of public affairs. In Scott County, three elected county commissioners make up the composition of this board. The county clerk is its ministerial and secretarial officer. Another significant function of the board is the role it performs as board of review for the review and equalization of assessments.¹

The fiduciary aspect of finances is represented by the county treasurer, who receives, has custody of, and disburses by order of the county board or with statutory authorization, all funds. In Scott County, he is also ex-officio county assessor, and the sheriff is ex-officio collector of taxes. The county clerk, as one phase of his duties, binds together the entire revenue procedure, originating certain records, collecting relevant information, and reporting from each officer or body concerned to the others.²

Justice is administered by the following officers: two justices of the peace in each district; the county judge who is also ex-officio probate judge; three circuit judges elected by the electorate of the judicial

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1. Constitution of 1818, Art. III, sec. 3; R.S.1845, p. 129-36; Constitution of 1848, Art. V, sec. 17,19, Art. VII, sec. 6; L.1849, p. 63-65; L.1851, p. 35-39,46,47,50-63; L.1859, p. 129; L.1861, p. 236-38; L.1869, p. 104; Constitution of 1870, Art. VI, sec. 18; R.S.1874, p. 260,273,321-25; L.1909, p. 160; L.1911, p. 242,243; L.1919, p. 736; L.1923, p. 497; L.1925, p. 323.
 2. R.S.1845, p. 136,138,139; L.1851, p. 37-45; L.1853, p. 14,46,66,77,111; L.1861, p. 239,240; Constitution of 1870, Art. X, sec. 8; L.1871-72, p. 664; L.1872, p. 11,14,15,19,23,41,47,55-58; L.1872, p. 51; R.S.1874, p. 323,324; L.1879, p. 241,242; L.1881, p. 62; L.1885, p. 142-47,234; L.1895, p. 304; L.1898, p. 36-45,50; L.1903, p. 296; L.1905, p. 360; L.1911, p. 485; L.1913, p. 516; L.1915, p. 568; L.1917, p. 654; L.1919, p. 765; L.1923, p. 491; L.1927, p. 744; L.1932, p. 65; L.1933, p. 898.

district of six counties of which Scott is a part. A probation officer assists both the county and circuit courts in the administration of justice. The county clerk is ex-officio clerk of the county and probate courts. A public administrator appointed by the governor of the state administers intestate estates that are without relatives or creditors. The clerk of the circuit court serving Scott County is elected by the county electorate. The sheriff is the ministerial officer of all courts of record and is the principal agent for the enforcement of law. The state's attorney's functions similarly touch both the administration of justice and the enforcement of law. The coroner shares many powers in the latter category with the sheriff. However, his major duty of holding inquests pertains to the administration of justice.¹

In the administration of education, the county superintendent of schools occupies an important central position. In the congressional townships are boards of trustees of school districts, aided by the board's appointed treasurer who is also ex-officio clerk of this body. The boards of trustees have executive and financial powers with responsibility to the county superintendent of schools. The superintendent exercises wide supervisory powers over all matters relating to schools and educational affairs. Above him are the following authorities: the county board, exercising general financial control; the superintendent of public instruction, representing state academic supervision; the state department of public health, the state fire marshal, and the state architect, advising in such matters related to schools as fall within their province. The superintendent reports on his supervision in the county to each of these officers and bodies.²

Public health services are similarly administered on all levels of government with the county clerk performing an important role. The state department of public health has supervision over the registration of vital statistics; in Scott County exercised through the road district clerks who act as local registrars. Copies of the records of births, stillbirths, and deaths are deposited monthly with the county clerk for recordation by the said local registrars.³ Persons desiring to marry

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1. Constitution of 1818, Art. IV, sec. 4; R.S.1845, p. 75,76,143-58, 323-26,414-27,515-18; Constitution of 1848, Art. V, sec. 7,16,17,29; L.1849, p. 51,62,67; L.1854, p. 16,17; L.1859, p. 95-97; L.1861, p. 119; L.1865, p. 79,80; Constitution of 1870, Art. V, sec. 25, Art. VI, sec. 12,13,18,20, Art. X, sec. 8; L.1871-72, p. 189,190,325; L.1872, p. 19,32-34,46,55-58; R.S.1874, p. 172-75,260-64,273,281-87, 321,329,339-41,989-92; L.1877, p. 77-84; L.1895, p. 206,210,211,217; L.1907, p. 213; L.1909, p. 311-35; L.1919, p. 403; L.1931, p. 388; L.1933, p. 435-48,451,459.
 2. R.S.1845, p. 497-99; L.1872, p. 702-5; L.1889, p. 262-66; L.1909, p. 342-50; L.1915, p. 628-35; L.1919, p. 387; L.1927, p. 843.
 3. L.1917, p. 759.

(beginning 1937) are required to file with the county clerk a physician's certificate showing both parties free from venereal disease. After the performance of the marriage ceremony, persons who celebrate the same are required to file a certificate of marriage in the county clerk's office. The clerk in turn is required to make registry and file the certificate in his office.¹ The state department of public health supervises lodging houses; the supervision is effected in each county through reports collected by the county clerk.² The board of county commissioners is ex-officio the county board of health and is required to make regulations for the control and suppression of diseases. In this connection, the board works in conjunction with the state department of health and appoints physicians to act as health officers.³

Public assistance is administered by the county department of public welfare, the county court, and the board of county commissioners. An appointee of the board of county commissioners is the executive officer of the department of public welfare. The said appointee, the county superintendent of public welfare, functions mainly under the direction of the state department of public welfare.⁴ Blind relief is administered in the county through appropriations of the board of county commissioners together with state funds. An examiner of the blind appointed by the board of commissioners examines all applicants referred to him by the county clerk.⁵ The county court has jurisdiction in matters of mothers' pensions. Applications for this benefit are made to the county court and investigated by a probation officer who is an appointee of the court. The mothers' pension fund is jointly provided by the county and state.⁶

Public and semipublic works are administered by district, county and state authorities. The (state) department of public works and buildings through the county superintendent of highways, exercises technical supervision over the construction and maintenance of roads and bridges in each county. In Scott County, district highway commissioners (one elected in each road district) principally perform these functions under the direction of the said county superintendent. Each district highway commissioner is required to make reports to both the county superintendent of highways and to the board of county commissioners. Also in each district a district road clerk is elected who is ex-officio the district treasurer.⁷ The county superintendent acts as deputy to the state engineer, by which device is effected state control over other construction in the county. Another as-

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1. R.S.1845, p. 345; R.S.1874, p. 694; L.1887, p. 225; L.1905, p. 317; L.1909, p. 276; L.1937, p. 908,909.
 2. L.1901, p. 304.
 3. L.1901, p. 91; L.1903, p. 136.
 4. L.1937, p. 451.
 5. L.1903, p. 138; L.1915, p. 256; L.1927, p. 202; L.1935, p. 264.
 6. L.1913, p. 127; L.1915, p. 243; L.1921, p. 164; L.1935, p. 256.
 7. L.1919, p. 843; L.1921, p. 780; L.1935, p. 1284.

pect of public works is the provision for drainage districts, governed by quasi-corporate bodies of drainage commissioners. These districts, for agricultural, mining or sanitary purposes, are organized upon petition and action of the county court on reports of its appointed commissioners. Following the organization of the district, three commissioners are elected by the electorate of the district. The county clerk is ex-officio clerk and the county treasurer is ex-officio treasurer of each drainage district. Finally, the county surveyor is necessarily often employed in these public and semipublic works.¹

The county surveyor also performs his basic function for private persons, as a step in the creation of land records. His maps and plats do not have legal status unless recorded in the recorder's office. The latter, whose duties are performed in Scott County by the clerk of the circuit court in an ex-officio capacity, also is charged with the recordation of instruments affecting title to land and other classes of instruments conveying or establishing non-property rights.²

The co-ordination of county government is effected through the county clerk. In addition to his many and dissimilar duties, already noted, he issues licenses, has custody of official bonds, keeps various registers, enters into the election procedure and acts for the board of review and the county board of health, which are not independent bodies in Scott County, but whose duties are performed by the board of county commissioners. The entire concentration of duties, statutory jurisdiction over which is vested variously in the county board, county court, and other bodies, results in a considerable centralization of county government in the clerk's office.³

All the several district offices and all the independent county offices except surveyor, superintendent of highways, probation officers, county superintendent of public welfare, and blind examiner, are now filled by election and most have been since 1848. The surveyor and superintendent of highways were elected at one time by the county electorate, but they are now appointed by the board of county commissioners. Only a few of the present county offices were recognized by the first state constitution.

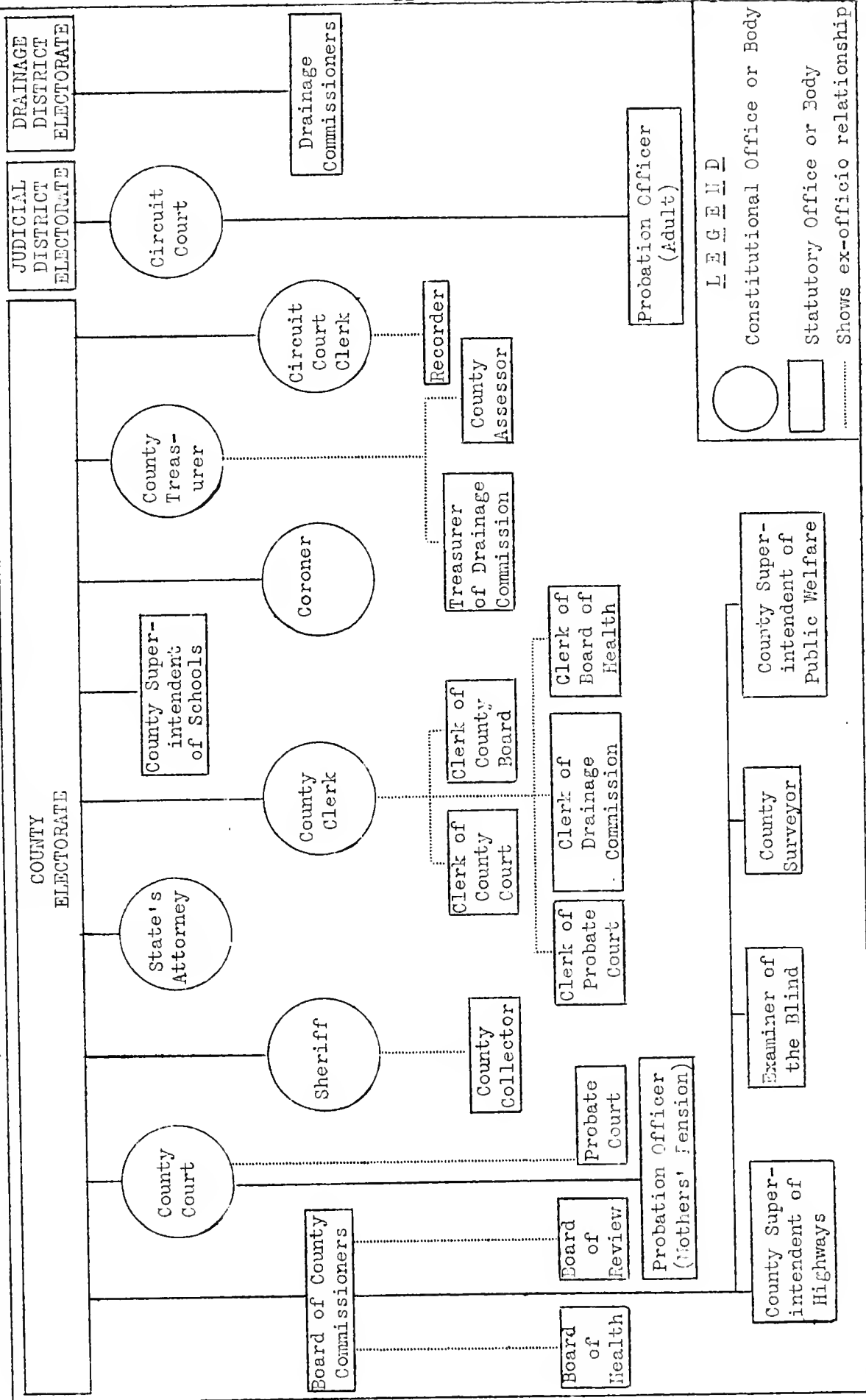
The creation of such state agencies as touch upon county government

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1. Constitution of 1870, Art. IV, sec. 31; R.S.1874, p. 1050; L.1879, p. 120-34; L.1885, p. 73-113; L.1909, p. 171; L.1913, p. 521-81; L.1919, p. 467; L.1933, p. 507.
 2. R.S.1845, p. 305,432,606; R.S.1874, p. 833-35,1050; L.1885, p. 77; L.1901, p. 307; L.1915, p. 575; L.1921, p. 667.
 3. L.1819, p. 25,79,206; L.1845, p. 41,42; L.1861, p. 238; L.1872, p. 380; R.S.1874, p. 325; L.1877, p. 209; L.1885, p. 142.

is a later development, occurring between 1877 and 1917. The quantity and character of county records are affected thereby, but not the system of records. More significant in its effect on records is the concentration of multiple and dissimilar duties in the county clerk's office.

Making for uniformity in records are laws requiring county boards to supply books and forms in many cases. But the only uniformity between counties is accomplished by the use of standard forms in a few cases required by state agencies. Legislation to extend this development has the support of local officers. Adequate statutory provision is made for rebinding and transcription of old records. The use of loose-leaf books has further improved records; statutory compulsion could extend the improvement. The legal provision to destroy election ballots after two years is not always regarded. New legislation for county records, more extensive in scope as well as more stringent, would be valuable.

SCOTT COUNTY GOVERNMENTAL ORGANIZATION, 1938



3. HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

The present courthouse of Scott County at the corner of Main and Gross Streets in Winchester, is in keeping with the rugged character of its citizens. Built in 1885 to replace an earlier structure, a combination jail and courthouse erected when the county was founded in 1839, this two-story and basement brick building with cut stone trim is early Romanesque in architecture. It is eighty feet wide, ninety feet deep, and forty feet high, with a domed, square clock tower seventy-five feet in height, forming the central decorative unit. The main entrance is at the base of this tower. Because the building is solidly constructed, and has steel shelving in the two concrete vaults containing the county and circuit clerks' records, it is judged to be sixty percent fireproof. Ninety-five percent of the county's records are housed in these two vaults and the common vault in the basement. The latter has wooden shelving. All three vaults are crowded to capacity. Since no records are housed in the offices of the county clerk, circuit clerk, treasurer, and sheriff, who is also ex-officio collector, only descriptions of the vaults housing the records of those officials are given below. Steel shelving installed in these offices would relieve present crowded conditions in the vaults.

The offices and all the records of the county and probate clerk, circuit clerk and recorder, treasurer, county sheriff and collector, superintendent of highways, and superintendent of schools are located in the courthouse. Three of the four records of the coroner are housed here also, only his files being kept in his residential office located out of Winchester, on Rural Route Three.

The county clerk's vault on the first floor is twelve feet by fourteen and has no windows. It is equipped with roller-type steel shelving and steel filing cabinets for storage of the records. All space is used and room for additional records must be found elsewhere in the building. This vault should be one-fourth larger to properly house the present records. The county clerk's office provides accommodations for consultants of the records. Eighty percent of the county clerk's records as county clerk and clerk of the county court, and ninety-five percent of his records as ex-officio clerk of the probate court, are located here. This vault also contains twenty-five percent of the coroner's records, all the records of the drainage commissioners, and the records of the probation officer for mothers' pensions. Fifteen percent of the county clerk's records are contained in the common vault in the basement, and the remaining five percent are stored in the treasurer's vault on the first floor. The five percent balance of his records as ex-officio clerk of the probate court are also in the basement common vault.

The office of the circuit clerk and recorder is on the first floor, with an adjoining vault. The vault is twelve by fourteen feet and windowless; it is over-crowded, with no room for additional shelving. The shelving and filing cabinets, covering three hundred linear feet, are

of steel. A combination counter-cabinet is available for the use of persons wishing to consult the records. Here are filed ninety percent of the records of the circuit court and seventy-five percent of the records of the county recorder, twenty-five percent of the coroner's records, and all records of the surveyor. The remaining percentages of the records of the circuit clerk and recorder are in the common vault in the basement.

The county treasurer's office and vault is on the first floor. The vault, eight by ten feet, is well ventilated and equipped with one large table and four chairs. Along the north and east walls are one hundred and twenty feet of wooden shelving and eighty feet of metal file boxes. It is not crowded and there is room for expansion. Ninety percent of the treasurer's records are kept here, the remaining ten percent being in the common vault in the basement. The vault also contains five percent of the county clerk's records and twenty-five percent of the records of the superintendent of schools.

The office of the sheriff and collector is also on the first floor. It has an adjoining vault, eight by ten feet, which is well ventilated and which has adequate accommodations for users of the records. The vault has wooden shelves and metal file boxes, and is not crowded. The sheriff and collector keeps seventy percent of his records here, the remaining thirty percent being in the common vault in the basement.

The office of the superintendent of highways, on the first floor, has a floor area of two hundred and eighty square feet. Two large windows provide ample light and ventilation. Twelve feet of wooden shelving along the east wall hold all of the superintendent's records. There are accommodations for users of the records.

The office of the superintendent of schools, on the second floor, is eighteen by twenty feet, has good lighting and ventilation, and excellent accommodations for users of the records. It has fifty feet of wooden shelving and ten feet of metal file boxes. The office is crowded and has no room for additional equipment. The superintendent of schools keeps seventy-five percent of his records in this office; the other twenty-five percent are kept in the treasurer's vault on the first floor.

The common vault in the basement, where are filed the oldest and least consulted records, is over-crowded, with no space for expansion. It is equipped with wooden shelving and a number of metal file boxes. There are no accommodations for consultants of the records. One-half more additional space and equipment are needed to properly house the records now stored here. This vault contains fifteen percent of the county clerk's records; five percent of the probate court records; ten percent of the circuit court records and twenty-five percent of the records of the county recorder; ten percent of the treasurer's records; thirty percent of the sheriff's and collector's records; and twenty-five percent of the coroner's records.

The coroner's office is in his home out of Winchester, on Rural Route Three. It is a two-story building of non-fireproof brick and frame con-

struction. The office, on the first floor, is fifteen feet square and has three windows. The coroner keeps the current portion or two percent of his records here; twenty-five percent in the county clerk's vault; forty-eight percent in the circuit clerk's vault; and the other twenty-five percent in the common vault in the basement.

Due to insufficient storage space, the Scott County records are less accessible than might be desired. Recommendations have been submitted for the construction of additional vaults or enlargement of the existing ones. Although the present vaults are crowded, in most cases the records are well arranged and free from dust and soot. There have been no outstanding losses of records due to fires or floods, and gaps in dates are only nominal.

Each official uses a different system in regard to the use of the record books, the loose leaf system being regarded as most practical. The system of indexing and filing in Scott County correspond with those generally adopted by other counties in the state.

All Scott County officials cheerfully cooperated with the field workers making the survey.

4. LIST OF ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

alph.	alphabetical(ly)
arr.	arranged
Art.	Article
assr.	assessor
aud.	auditor
bd.	board
bdl.	bundle(s)
bsmt.	basement
ch.	chapter(s)
chron.	chronological(ly)
cir.	circuit
clk.	clerk
coll.	collector
cont.	continued
cor.	coroner
co.	county
ct.	court
dept.	department
ft.	feet
f.b.	file box(es)
f.d.	file drawer(s)
fl.	floor
fm.	form
hdw.	handwritten
hdgs.	headings
hwys.	highways
ibid.	ibidem - the same (reference)
i.e.	id est - that is
Ill.S.A.	Illinois Statutes Annotated
in.	inch(es)
L.	Law
mi.	mile(s)
no.(s)	number(s)
off.	office
p.	page(s)
pr.	printed
pro.	probate
rec.	recorder
R.L.	Revised Laws
R.S.	Revised Statutes
rm.	room
sch.	school(s)
sec.	section(s)
sep.	separate
sess.	session
sh.	sheriff

List of Abbreviations, Symbols,
and Explanatory Notes

(First entry, p. 20)

sp.	special
strm.	storeroom
supt.	superintendent
surv.	surveyor
treas.	treasurer
twp.(s)	township(s)
U.S.R.S.	United States Revised Statutes
U.S.S.	United States Statutes
vlt.	vault
vet.	veterinarian
v.	volume(s)
--	current

1. Despite inaccuracies in spelling and punctuation, titles of records are shown in the inventory proper exactly as on volumes and file boxes. The current or most recent title is used as the title of the entry.

2. Explanatory additions to inadequate titles and corrections of erroneous titles are enclosed in parentheses and have initial capitals.

3. In the absence of titles, supplied titles are capitalized and enclosed in parentheses.

4. In the title set-up, letters or numbers in parentheses indicate the exact labeling on volumes or file boxes. If the volumes or file boxes are unlabeled, no labeling is indicated.

5. Title line cross references are used to complete series for records kept separately for a period of time, and in other records for different periods of time. They are also used in all artificial entries - records which must be shown separately under their own proper office or section heading even though they are kept in files or records appearing elsewhere in the inventory. In both instances, the description of the master entry shows the title and entry number of the record from which the cross reference is made. Dates shown in the description of the master entry are only for the part or parts of the record contained therein, and are shown only when they vary from those of the master entry.

6. Separate third paragraph cross references from entry to entry, and "see also" references under subject headings, are used to show prior, subsequent, or related records which are not part of the same series.

7. Unless the index is self-contained, an entry for the index immediately follows its record entry. Cross references are given for exceptions to this rule.

8. Records may be assumed to be in good condition unless otherwise indicated.

9. On maps and plat records, the names of author, engraver, and publisher, and information on scale have been omitted only when these data were not ascertainable.

10. Unless otherwise specified, all records are located in the county courthouse.

I. BOARD OF COUNTY COMMISSIONERS

The most important functions of the board of county commissioners, with little change from the earliest date, are:

1. The purchase, sale, and custody of the real and personal property of the county.
2. Examining and settling accounts against the county.
3. Settling accounts concerning the receipts and expenditures of county officers.
4. Supervision of election, schools, and the selection of juries; construction and maintenance of roads and bridges; care of the indigent, infirm, and disabled.
5. Issuing orders on the county treasury in pursuance of its fiscal administration.
6. Appropriating funds necessary to the effecting of its functions, raising such sums through taxation, and in general the management of county funds and county business.¹

The first state constitution, 1818, made provision for the election of three county commissioners in each county whose powers and duties were to be regulated by law.² The establishment of elective county commissioners was a distinct change from the centralization of government as practiced under the territorial government in Illinois prior to the formation of the state. The territorial laws had provided for the appointment of local officials by the territorial authorities. The local administrative officials, under the territorial laws, performed the judicial function within the limits of their jurisdiction.

In 1819 the General Assembly provided for an administrative, non-judicial court composed of the three elected officers and styled "the county commissioners' court."³ Thus a change is noted in the separation of administrative from judicial function along the lines of the Pennsylvania system of local government. Since Scott County was established February 16, 1839, it came first under the administration of the county commissioners' court.

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1. R.S.1845, ch. XXVII, sec. 15,17,20,25,29,34-38,46,47; R.S.1874, ch. XL, sec. 25,57.
 2. Constitution of 1818, ch. VIII, sec. 4; L.1819, p. 175.
 3. Under the laws of 1819, the commissioners were to serve until August 1820; L.1819, p. 100. Then in 1821 the term was made for a biennial period; L.1821, p. 80, sec. 15; L.1823, p. 66, sec. 32; R.L.1829, p. 67, sec. 25; R.L.1833, p. 255, sec. 25.

The mobility of population with attachments to different types of local government was an influencing factor in the development of local government in Illinois. The south with its large farms and plantations found the county unit the system best fitted to its needs. The northern industrial and marketing states on the other hand found the township system more advantageous. During the first decade of the state, following its organization in 1818, the disintegration of the early civil townships and formation of districts and sub-districts for elections, roads, and other purposes, showed the influence of migration from the south.

The arrival of township adherents into Illinois, particularly from the east, resulted from the town lot speculation which began in Chicago and spread over the state. In addition to the marketing in Chicago of town plats, vessels regularly carried plats of town lots to the New York and Boston markets. The ensuing speculation, which reached its peak in 1836, brought about an influx of settlers, and towns and marketing centers arose rapidly.

These conflicting influences together with compromises and adaptation to local needs brought about the legislation enacted in 1849 for two types of county government. An administrative county court was established for each county of the state, or an optional township plan could be elected by the county electorate.¹

As Scott County did not elect the township plan in 1849, it came under the administration of the county court for a period of twenty-two years. The county court thus established became successor to the county commissioners' court.² When so acting the powers of the county court were carried out by the county judge and two justices of the peace. The county court serving in this capacity met at special terms in each year and was distinct from the county court in its judicial function. In the latter instance, the duties were performed solely by the county judge.

In 1871, the county administrative function was transferred to the newly created board of county commissioners. This body, established under the provisions of the Constitution of 1870,³ as successor to the county court in counties not under the township form of government has governed Scott County ever since. Under this plan the county is divided into different administrative districts such as election precincts, road districts, school districts, and drainage districts which are constituent parts of the county government. The elected administrative officials in these districts are responsible to the several county officials. The board of county commissioners, in addition to its general administrative powers over county affairs, serves also as the county board of health and as the board of review.

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1. The Constitution of 1848, Art. VII, sec. 6, had required the General Assembly to provide for an optional form of township organization of counties. See L.1849, p. 190-229, also L.1851, p. 35-78; Constitution of 1870, Art. X, sec. 6.
 2. Constitution of 1848, Art. V, sec. 17,19; L.1849, p. 62,66.
 3. Constitution of 1870, Art. X, sec. 6.

To recapitulate, Scott County was first governed by the county commissioners' court from 1839 to 1849; from 1849 to 1871 by the county court; and from 1871 to the present day by the board of county commissioners. The records listed in this section, thus were kept, first by the clerk of the county commissioners' court, second by the clerk of the county court, and finally by the county clerk as ex-officio clerk of the board of county commissioners.

The major record kept by the clerk for the Board is the minutes of its proceedings. This heterogenous record includes: orders to issue warrants on the county treasury; the Board's consideration of and action on reports of committees of its members on roads and bridges, indigent and infirm relief, schools, taxation, etc.; and its orders in regard to juries, licenses, and other matters within its jurisdiction.¹

The clerk also keeps separately, a register of orders issued on the county treasury and lists of jury venire; files and preserves all bills of accounts acted on by the Board, and takes custody of reports required to be made to the Board by the county treasurer, various school bodies, and a number of county officers.²

Other significant powers of the board of county commissioners include the regulation of county zoning, provision for regional planning, and authority to provide for historical research.

The zoning jurisdiction includes the restriction and regulation of the location and use of buildings, structures, and land for trade, industry, residence and other uses; also the establishment of building or setback lines outside the limits of cities, villages and incorporated towns, which have been divided into districts and areas. It is the duty of the board when exercising this jurisdiction to appoint a zoning commission which prepares a county zoning plan. Should the recommended plan be adopted, the county board then provides for an enforcement officer, and appoints a board of appeals.³

Similar to the county zoning provision is the provision for regional planning. In the latter instance, the board may make a plan for guiding the development of the region, and of public improvements and utilities. For this purpose the board may at any time appoint an

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1. L.1819, p. 5,6,28,77,127,334-38,352; L.1823, p. 145,149; L.1825, p. 130,131; R.L.1829, p. 126,132-37,151-53; L.1831, p. 89,90; L.1835, p. 131,132,136,200; L.1839, p. 71,72; R.S.1845, p. 51-55, 287,342,403,437; L.1849, p. 66; L.1861, p. 234-37; R.S.1874, p. 323.
 2. L.1819, p. 201,315; L.1825, p. 147; R.L.1827, p. 366; L.1843, p. 169; R.S.1845, p. 136,366; L.1861, p. 237; R.S.1874, p. 325.
 3. L.1933, p. 421; L.1935, p. 692,693.

advisory regional planning commission. In the promotion of a regional plan, two or more counties may cooperate with one another.¹

Prominent among the important powers within its jurisdiction, the board of county commissioners may encourage or promote historical research making appropriations for the publication of the proceedings, original papers, and other documents of historical and other societies engaged in such research. The board of county commissioners undertaking such publication has the power to cause the same to be published in book or pamphlet form and to provide for the sale at such prices as will reimburse the cost of publication.²

Proceedings of Board
(See also entry 90.)

1. (PROCEEDINGS OF COUNTY BOARD), 1879--. 62 f.b.
Proceedings of board of county commissioners including receipts and expenditures, resolutions adopted, reports of various committees, records of county board of health, claims against county, and all other business transacted by the board. Arr. chron. No index. Hdw. on pr. fm. 10 x 5 x 14, 5 x 3 x 10. 41 f.b., common vlt., bsmt.; 21 f.b., co. clk.'s vlt., 1st fl.
2. COUNTY COMMISSIONERS' RECORD, 1839--. 11 v. (A-H, 1-3).
Record of proceedings of county commissioners' court, of county court acting in administrative capacity, and of board of county commissioners, showing names of members, dates of meetings, and transactions of county business. Also contains Records (School Commissioner's Record), 1874--?, entry 253, and Minutes County Board, 1874-76, 1881--, entry 3. Arr. chron. Indexed alph. by subject. 1839-85, hdw.; 1887-1917, hdw. on pr. fm.; 1918--, typed on pr. fm. 572 p. 18½ x 13 x 3. Co. clk.'s vlt., 1st fl.
3. MINUTES COUNTY BOARD, 1877-80. 1 v. 1874-76, 1881-- in
County Commissioners' Record, entry 2.
Minutes of county commissioners' meetings, showing motions, orders, and action by board. Arr. chron. No index. Hdw. 432 p.
16 x 11½ x 2½. Co. clk.'s vlt., 1st fl.

1. L.1929, p. 308.
2. L.1907, p. 374.

Disposition of Accounts

Register of County Orders (See
also entry 247.)

4. JURORS' CERTIFICATES, 1904--. 4 v.
Certificates issued for jury service, showing names of juror, clerk, and deputy, certificate number and date, days of service, miles traveled, amount of fee, and signature of juror. Arr. chron. No index. Hdw. on pr. fm. 400 p. 18 x 13 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
 5. JURORS' CERTIFICATES INSANITY, 1911--. 1 v.
Certificates issued to jurors in insanity cases, showing names of juror and clerk, certificate number and date, days of service, mileage, total fee, and signature of juror. Arr. chron. No index. Hdw. on pr. fm. 200 p. 18 x 13 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
 6. REGISTER OF WARRANTS, 1914--. 2 v. (1, 2). 1873-1913 in Cash Book, entry 85.
Register of warrants issued, showing warrant number, name of claimant, date, purpose, by whom drawn, and date cancelled. Also contains Mothers' Pension Warrants, 1915-31, entry 13, and Register of Highway Warrants, 1914-30, entry 7. Arr. chron. No index. Hdw. under pr. hdgs. 600 p. 14 x 18 x 3 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
 7. REGISTER OF HIGHWAY WARRANTS, 1931--. 1 v. (2). 1914-30 in Register of Warrants, entry 6.
Register of warrants issued on highway fund, by order of county commissioners, showing number, amount, and date of order, to whom payable, purpose, and by whom received. Arr. chron. No index. Hdw. under pr. hdgs. 475 p. 14 x 16 x 3. Co. clk.'s vlt., 1st fl.
 8. REGISTER OF POOR RELIEF WARRANTS, 1936--. 1 v. (1).
Register of warrants issued by order of county commissioners for relief of poor, showing number, date, and amount of order, to whom made payable, for what purpose, date paid, and by whom received. Arr. chron. No index. Hdw. under pr. hdgs. 300 p. 14 x 16 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
 9. PAYMENTS FROM REFUNDING FUND, 1873-75. 1 v. Discontinued.
Register of refunds of such proportion of the state tax of 1873 as was illegally assessed upon real estate, town lots, and personal property, showing description of property, value as equalized by state board, name of person receiving refund, date, and amount. Arr. chron. No index. Hdw. under pr. hdgs. 450 p. 16 $\frac{1}{2}$ x 11 $\frac{1}{2}$ x 2. Common vlt., bsmt.
- Cancelled County Orders (See
also entry 247.)
10. COUNTY WARRANTS (Cancelled), 1926--. 4 f.b. Prior records destroyed.
Warrants paid out of general fund, showing names of payee, county clerk, and treasurer, purpose of issue, dates of issue and cancellation, and amount. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Board of County Commissioners -
Bills and Claims

(11-17)

11. HIGHWAY WARRANTS CANCELLED, 1928--. 4 d.b.
Warrants paid from highway fund, showing names of payee, treasurer, and county clerk, date, amount, number of warrant, purpose of issue, and date of cancellation. Arr. chron. No index. 10 x 5 x 10. Co. clk.'s vlt., 1st fl.
12. MOTOR FUEL WARRANTS (Cancelled), 1931--. 4 f.b.
Warrants paid from motor fuel tax fund, showing names of payee, county treasurer, and clerk, date, amount and number of warrant, purpose of issue, and date of cancellation. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.
13. MOTHERS' PENSION WARRANTS, 1932--. 1 v. 1915-31 in Register of Warrants, entry 6.
Stubs of warrants issued for payment of mothers' pensions, showing names of mother, treasurer, and clerk, and number, date, and amount of warrant. Arr. chron. No index. Hdw. on pr. fm. 200 p. 10 x 13 x 2. Co. clk.'s vlt., 1st fl.
For county court record of mothers' pension, see entry 137.

Pension Funds and Applications

14. BLIND PENSION (Applications), 1878-1920. 5 f.b. 1921-- in Blind and Mothers' Pension Applications, entry 138.
Applications for relief of blind, showing names of applicants and witnesses, age, place of birth, residence, and evidences of blindness; also reports of examiner of blind. Arr. chron. No index. 5 x 4 x 10. Common vlt., bsmt.
15. BLIND PENSION REGISTER, 1931--. 1 v. (1). Register not kept prior to 1931.
Register of blind pension account, showing name of applicant, address, dates of application, examination, and payment, number of order, amount, and remarks. Arr. chron. Indexed alph. by name of pensioner. Hdw. under pr. hdgs. 204 p. 16 $\frac{1}{2}$ x 12 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Bills and Claims

16. COUNTY HIGHWAY CLAIMS (Paid), 1928--. 6 f.b.
Claims paid out of county highway fund, showing names of claimant, county clerk, and superintendent of highways, dates filed and allowed, claim number, amount, and nature of claim. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.
17. MOTOR FUEL TAX CLAIMS (Paid), 1931--. 5 f.b.
Copies of claims paid from motor fuel tax fund, showing names of claimant, county clerk, and superintendent of highways, dates filed and allowed, warrant, claim and section numbers, amount and nature of claim, and name and number of department. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

18. SHEEP CLAIMS PAID, 1930--. 1 f.b. Prior records destroyed. Damage claims for sheep killed by dogs, showing names of owner, treasurer, and appraisers, number of sheep killed and injured, amount of damages claimed, and dates of damage and filing. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

For other records of sheep claims, see entry 245.

19. POOR RELIEF FUND CLAIMS (Paid), 1935--. 3 f.b. Copies of claims paid from relief fund, showing number and date of claim, names of payee, chairman of county board, and county clerk, and reason for and amount of claim. Arr. chron. No index. 10 x 5 x 10. Co. clk.'s vlt., 1st fl.

Management of County Properties and Roads

Proposals, Bids, Contracts

20. HIGHWAY FILES, 1923--. 5 f.b. No prior record. Board of county commissioners' papers on highway business, including statements from division of highways, motor fuel tax and state aid refunds, dedications of right of way for public road purposes, plats, blueprints, and specifications for roads and bridges, and lists of selected names for superintendents of highways. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

For other highway records, see entries 260-267.

21. BLUE-PRINTS, SPECIFICATIONS, PROPOSALS, 1902-20. 1 f.b. Instructions to bidder, containing specifications, plans and diagrams of proposed vaults, bridges, bridgework, levees and dikes of highway, and drainage districts. Arr. chron. No index. Blueprint. 12 x 8 x 12. Common vlt., bsmt.

22. ROAD RECORD, 1839-73. 1 v. Discontinued. Record of roads and road districts, showing number of district, plats of roads and proposed roads, courses, and distance of routes, names of surveyor, superintendent, commissioners, and clerk, and recommendations and actions taken by board of review. Arr. chron. No index. Hdw. 240 p. 8 x 12 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Bond Issues

23. ROAD DISTRICT BOND RECORD, 1888--. 2 v. (1, 1). Transcripts of road district treasurers' bonds, showing name of principal, date and amount of bond, number of road district, signatures of highway commissioners, and acknowledgment before notary. Arr. chron. Indexed alph. by name of principal. Hdw. on pr. fm. 300 p. 18 x 12 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

24. HIGHWAY BOND REGISTER, 1918--. 1 v. (1).

Register of bonds floated to raise money for road districts, showing number, date, purpose, and amount of bond, rate of interest, date of maturity, date cancelled, and remarks. Arr. chron. No index. Hdw. under pr. hdgs. 150 p. 18 x 12 x 1. Co. clk.'s vlt., 1st fl.

25. REGISTER OF SCHOOL BONDS, 1925--. 1 v. (1).

Register of bonds issued, showing number of bond, purpose of issue, dates and maturity, amount, rate of interest, interest periods, number of school district, and remarks. Arr. chron. Indexed alph. by name of school district. Hdw. under pr. hdgs. 118 p. 16 x 12 x 1½. Co. clk.'s vlt., 1st fl.

26. ROAD DISTRICT BONDS ISSUED, 1936--. 1 f.b. 1885-1935 in Miscellaneous Files, entry 90.

Lists of bonds issued and resolutions providing for the issuance of the bonds and extension of taxes for the purpose of retiring bonds, showing amounts, date and number of bonds, for what district issued, rate of interest, date interest due and maturity, and names of commissioners and district clerk. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Insurance

27. INSURANCE POLICIES, 1915--. 1 f.b. Prior policies destroyed.

Insurance policies issued for the protection of county property such as county buildings, furniture, and automobiles, showing name of insurance company, number of policy, date, description of property insured, amount of premium and policy, and expiration date. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Petitions and Correspondence

28. SCHOOL PAPERS, 1914--. 1 f.b.

Organization of high school districts, including petitions to change school district boundary and town school districts, election returns on school board, school district reports, and resolutions. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Reports to Commissioners

29. REPORTS OF ROAD DISTRICT TREASURER, 1920--. 1 f.b.

Annual financial statements of the road district treasurers, showing name of district, town and range numbers, date of fiscal year ending, name and oath of treasurer, and date and amount received, to whom paid, amount, and date. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

30. COUNTY OFFICERS' REPORTS, 1853--. 15 f.b.
Reports of county and town officials, on receipts and expenditures, showing names of officers and county clerk, from whom received, to whom paid, amount, and date of filing. Arr. chron. No index. 10 x 5 x 14, 5 x 4 x 10. 12 f.b., 1853-1918, common vlt., bsmt.; 3 f.b., 1919--, co. clk.'s vlt., 1st fl.

31. SCHOOL DISTRIBUTION FUND, 1924--. 1 f.b. 1885-1923 in Miscellaneous Files, entry 90.
Superintendent of schools' report on the distributive fund, showing the basis of distribution for each child, auditor's warrant, amount of school tax fund, interest on auditor's warrant, amount given to each precinct treasurer, date, names of treasurer and precinct, number of children, and balance on hand. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Jury Lists

(See also entries 4, 5, 90, 214-216, 228-230.)

32. LIST OF JURORS, 1872--. 2 v. (A, 1 not lettered).
Lists of jurors, showing name and residence of juror, dates selected, drawn, and served, and name and term of court. Arr. chron. No index. Hdw. under pr. hdgs. 500 p. 16 x 12 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

II. COUNTY CLERK

The county clerk has the most varied duties of any county official. To his office belong important duties relating to taxation, elections, vital statistics, licenses, bonds, and lesser duties in the operation of county government. Jurisdiction in these matters is distributed to a number of state and county authorities, and the clerk's relationship with these groups make him a de facto chief executive officer of the county. He is custodian of the county records, ex-officio clerk of the board of county commissioners. The records he keeps in each case belong to his office, the county court, and the county board respectively.

The early legal status of the county clerk was first as clerk of¹ the county commissioners' court, an administrative, nonjudicial body. The clerk was in practice, the county clerk, as well as clerk of the county commissioners' court.

1. Clerk was an appointee of the commissioners' court from 1819 to 1837. L.1819, p. 175. In 1837, the office became elective with a term of two years. L.1837, p. 49; R.S.1845, p. 573.

An interesting change took place in this office under the Constitution of 1848 and the legislation of 1849. The clerk became an officer of both an administrative body and a judicial court. His title was clerk of the county court.¹ The administrative body was the county court (the county board) sitting at special terms and composed of the county judge and two justices of the peace. The judicial court was the county court administered by the county judge. The clerk of the court in its administrative function was successor to the clerk of the county commissioners' court. His ex-officio office as clerk of a judicial court first began at this time, in 1849. His ministerial duties as clerk of the county court extended also to the court's probate jurisdiction. For this county court function, the clerk performed the ministerial duties formerly delegated to the probate justice of the peace.²

In 1871, another change was made in the governing body of the county. The board of county commissioners became the new county administrative body. The duties formerly commissioned to the county court for county transactions were transferred to this board.

The clerk when acting for the county was frequently referred to in legislation, prior to 1870, as the county clerk. However, the Constitution of 1870 titled the clerk, when so acting, as the county clerk. He was elected by the county electorate as the county clerk and continued to act as clerk of the county court, probate court, and of the county administrative body.³

With the revision of the law in 1874, a careful distinction in terms came to be made. The county clerk, whenever he acts for the county court in its law jurisdiction, is referred to as clerk of the county court;⁴ when he acts for the county board, he is expressly declared to be so doing.⁵ Thus the simple designation of county clerk is reserved for the officer when he performs that group of duties which belong to his office alone, and which gives rise to the records in this section.⁶

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1. Constitution of 1848, Art. V, sec. 16, 18, 19; L.1849, p. 63. Like his predecessor, an elective officer, but with a term of four years.
 2. Ibid.
 3. Constitution of 1870, Art. VI, sec. 18 and Art. X, sec. 8. The clerk's term was set for four years.
 4. R.S. 1874, p. 260.
 5. R.S. 1874, p. 273.
 6. The bond of the county clerk, however, covers also his actions as clerk of the county court and as clerk for the county board. The penal sum is fixed by the latter body, which also passes on the securities, and the bond itself is filed with the clerk of the circuit court. R.S. 1874, p. 321.

In review, it may be said that the county clerk's office has existed in Scott from the organization of the county in 1839 to the present time. His earliest title was clerk of the county commissioners' court; then ten years after the creation of the county he was titled clerk of the county court; and finally under the constitution of 1870 his title became county clerk. Starting with the present Constitution of 1870, and continuing until today, the county clerk when acting in each of his ex-officio capacities is referred to as clerk of the board of county commissioners, clerk of the county court, and clerk of the probate court. His office as clerk of a judicial court began in 1849.

The county clerk is required to keep an extensive group of taxation records. He has legal custody of the books used by the supervisor of assessments and compiles those used by the collector, obtains and prepares abstracts of assessments and collections, keeps records of the proceedings of special tax bodies, makes reports of delinquent taxes returned by the collector, attends all tax sales and prepares a list of all sales and issues duplicate reports thereof, and records affidavits of purchases of property for taxes; records tax sales, forfeitures and redemptions in a book kept by him known as "the tax judgment, sale, redemption, and forfeiture record."¹ In addition, various lists and receipts involved in the taxation procedure from beginning to end are required to be transmitted to him.²

The department of public health in Illinois has charge of the registration of births and deaths but the county clerk keeps complete records of that category of vital statistics, as well as of marriages, the registration of which is regulated solely by statute.

Persons desiring to marry are now required, beginning 1937, to file physicians' certificates with the county clerk showing each party to be free of venereal disease. After filing the certificates of physical examination, the parties are then entitled to apply for a marriage license which is issued by the county clerk. Following the ceremony, marriage certificates are returned to the clerk by persons qualified to celebrate the same. Copies of birth, stillbirth, and death certificates are transmitted to the county clerk by local registrars of the department of public health. In Scott County, road district clerks perform the duties of local registrars. The clerk registers and files all certificates and records marriages, births, and deaths in separate books and indexes each separately.³

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1. L.1819, p. 317; L.1825, p. 173,174; R.L.1827, p. 327-33; L.1839, p. 4-7, 12,14; L.1845, p. 9,11,12; L.1853, p. 102; L.1855, p. 35-37,40; L.1872, p. 19,32-34,46,55; L.1873, p. 51; L.1879, p. 240-42; L.1881, p. 133; L.1885, p. 77,192-97; L.1898, p. 41,47-50; L.1915, p. 389; L.1935, p. 1218.
 2. R.L.1827, p. 330; R.L.1837, p. 572; L.1840, p. 4; L.1843, p. 232; L.1872, p. 56-58; L.1885, p. 77; L.1898, p. 40,41; L.1909, p. 311,333.
 3. L.1819, p. 26,281; R.S.1845, ch. XVII, sec. 3-5, ch. LXIX, sec. 6; R.S.1874, p. 695; L.1877, p. 200-210; L.1901, p. 301-4; L.1903, p. 315-18; L.1915, p. 660-70; L.1917, p. 2-36,763-66.

Blind relief funds are provided jointly by the county and state.¹ Applicants claiming benefits of the fund are required to go before the county clerk and make affidavit of their residence and incapacity.² The county clerk files the application and refers the applicant to the examiner of the blind.³ The clerk keeps a register of all applications with date of examination of those entitled to benefits of the blind relief funds. Following the certification of the examiner of the blind, the clerk certifies to the board of county commissioners those entitled to benefit.⁴

The clerk is involved in nearly every step of the election procedure. He issues and keeps a record of blank ballots; petitions, marked ballots, tally sheets, and returns of elections are required to be transmitted to him by election officials.⁵ Formerly the clerk originated the abstracts of returns; those currently found in his office are copies he is required by law to obtain from the election commissioners or judges of election. Canvasses were also originally made by the clerk alone, but now the clerk, with the justices of the peace, audits votes by election precincts.⁶

The bonds of a number of county officers are required to be transmitted to the clerk and filed by him.⁷ He is required to keep a book in which is to be entered a minute of those bonds, and such other information as will serve to provide an index to them.⁸ In practice, this book is sometimes broken down into several volumes, segregating information relating to bonds of separate officers.

The clerk issues licenses to peddlers, taverns, ferries, etc., and is required to keep records thereof.⁹ In addition, he keeps records of estrays, registers of physicians and midwives, and lists of county officers, compiled from information sent to him to enable him to perform these and other duties of his office.¹⁰

Besides the papers he is required to issue and those he is required to file and preserve, the county clerk also is charged by law with the care and custody of all other books and papers pertaining to his office.¹¹ Of this last group, arising indirectly in the performance of his other duties, he is required to keep alphabetical indexes.¹²

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1. L.1927, p. 202.
 2. L.1903, p. 138; L.1915, p. 256.
 3. L.1915, p. 256.
 4. Ibid.
 5. L.1819, p. 25,206; L.1821, p. 77; L.1823, p. 54,55; R.L.1829, p. 59,60; L.1845, p. 41,42; L.1871-72, p. 380; L.1885, p. 142.
 6. L.1819, p. 96; L.1885, p. 142.
 7. For citations to the laws so providing, see the discussions of legal status under each office in this volume.
 8. L.1861, p. 238; R.L.1874, p. 325.
 9. L.1819, p. 79; R.L.1827, p. 320; R.L.1833, p. 439; R.L.1837, p. 175.
 10. L.1819, p. 206,207; R.L.1827, p. 190,191; L.1877, p. 209.
 11. R.S.1874, p. 327.
 12. R.S.1874, p. 331.

Taxation

(See also entries 232-238.)

33. TAX LEVIES (Rates and Amounts Wanted), 1914--. 8 f.b. Certificates of tax levy, tax levy ordinances and resolutions, showing names of commissioners, school board members, highway commissioners, and city or village council, average levy for four years, amount needed for year's purpose, and dates of instrument and filing. Arr. chron. No index. Hdw. on pr. fm. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

34. ASSESSORS' BOOKS, 1842--. 255 v. Missing: 1851, 1854, 1856, 1858, 1860.

Lists of taxable lands, lots, and personal property, showing name of owner, description of property, assessed value, assessments, charges for added improvements, and remarks. Also contains Tax Levy and Rate Book, 1842-1921, entry 35; Abstract of Assessments and Taxes, 1842-1930, entry 36; and Dog License Tax Record, 1879-1917, entry 76. Arr. by sec., town, and range. No index. 1842-52, hdw.; 1853--., hdw. under pr. hdgs. 50 p., 1500 p.; 17 x 14 x $\frac{1}{2}$, 17 x 14 x 6. 162 v., 1842-1926, common vlt., bsmt.; 93 v., 1927--., co. clk.'s vlt., 1st fl.

Scott County (as a whole), 1842-1914. 74 v.

Town 13, Range 11, 1915-34. 20 v.

Town 13, Range 12, 1915--. 23 v.

Town 13, Range 13, 1915--. 23 v.

Towns 13, 14, Range 11, 1935--. 3 v.

Town 14, Range 11, 1915-34. 20 v.

Town 14, Range 12, 1915--. 23 v.

Town 14, Ranges 13, 14, 1915--. 23 v.

Town 15, Range 12, 1915--. 23 v.

Town 15, Ranges 13, 14, 1915--. 23 v.

35. TAX LEVY AND RATE BOOK, 1922--. 2 v. 1842-1921 in Assessors' Books, entry 34.

Rate of taxes extended, showing amount of levy, number, kind of property, value, rate of tax, and total tax. Arr. by sec., town, and range. No index. Hdw. under pr. hdgs. 200 p. 14 $\frac{1}{2}$ x 10 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

36. ABSTRACT OF ASSESSMENTS AND TAXES, 1931--. 2 v. 1842-1930 in Assessors' Books, entry 34.

Statement of footings of columns of assessment books, showing lands, lots, personal property, real estate, unimproved and improved lands, full and assessed values. Arr. by sec., town, and range. No index. Hdw. under pr. hdgs. 64 p. 17 x 27 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

37. RAILROAD TAX BOOK, 1873--. 5 v. (1-5).

List of taxable property belonging to railroad companies, with taxes levied thereon, showing description of property, rate, valuations assessed and equalized, tax spread, and names of railroad companies. Arr. chron. No index. Hdw. under pr. hdgs. 100 p. 18 x 14 x 1 $\frac{1}{2}$. V. 1, 2, 1873-1907, common vlt., bsmt.; v. 3-5, 1908--., co. clk.'s vlt., 1st fl.

38. COUNTY CLERK'S STATEMENT TO AUDITOR, 1886--. 1 v. (A).

Statement of taxes sent to state auditor, showing class of property, valuation as listed and assessed for year, valuation for all taxable property as equalized by state board of equalization, forfeited property, interest, total amount of tax charged on rates certified by auditor, and tax spread. Arr. chron. No index. Hdw. under pr. hdgs. 175 p. 18 x 12 x 1. Co. clk.'s vlt., 1st fl.

39. TAX SHEETS SCOTT COUNTY, 1923--. 2 v. Prior records destroyed.

Tax sheets showing taxing authority, valuation and description of lands, lots, personal, and telephone and telegraph property, tax spread, interest and total. Arr. chron. No index. Hdw. 300 p. 18 x 15 x 3. Co. clk.'s vlt., 1st fl.

40. CITY OF WINCHESTER FILES, 1923--. 1 f.b.

Copies of petitions for special assessments, showing names of members of board of improvements, mayor, and attorneys, resolutions and ordinances, improvements to be made, locations of improvements, costs, and dates of instruments. Arr. chron. No index. $9\frac{1}{2}$ x $16\frac{1}{2}$ x 12. Co. clk.'s vlt., 1st fl.

41. SPECIAL ASSESSMENTS SCOTT COUNTY, 1927--. 1 v.

Schedule of special assessments, showing names of owners, legal descriptions, installments, and total amount of assessment. Arr. by sec., town, and range. No index. Typed. 150 p. 15 x $17\frac{1}{2}$ x $1\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

42. CITY SPECIAL ASSESSMENTS SCOTT COUNTY, 1927--. 1 v.

Special assessment record showing dates, purpose, estimated and actual total costs, amounts assessed and abated, certificate of completion, acceptance, and approval, with signatures of members of board. Arr. chron. No index. Hdw. and typed. 75 p. 8 x 16 x $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

43. TAX TABLES, 1854--. 2 v.

Printed tax tables prepared to insure accuracy in the process of calculating taxes for use of officers having charge of the assessment of taxes for general or local purposes. Arr. by rates. No index. 350 p. 16 x 12 x 2. Co. clk.'s vlt., 1st fl.

Collections, Abatements

44. COLLECTORS' BOOKS, 1842--. 263 v.

Lists of taxable lands, lots, and personal property, showing names of owner, taxpayer, description of property, tax spread, total amount of tax, and date paid. Also contains (Abatement Lists), 1844--, entry 45, and Dog License and Tax Record, 1878-1919, entry 243. Arr. by sec., town, and range. No index. 1842-52, hdw.; 1853--, hdw. under pr. hdgs. 50 p., 1500 p.; 17 x 14 x $\frac{1}{2}$, 17 x 14 x 6. 243 v., 1842-1934, common vlt., bsmt.; 20 v., 1935--, co. clk.'s vlt., 1st fl.

Scott County (as a whole), 1842-1913. 74 v.

Town 13, Range 11, 1914-34. 21 v.

Town 13, Range 12, 1914--. 24 v.

Town 13, Range 13, 1914--. 24 v.

Towns 13, 14, Range 11, 1935--. 3 v.

Town 14, Range 11, 1914-34. 21 v.

Town 14, Range 12, 1914--. 24 v.

Town 14, Ranges 13, 14, 1914. 24 v.

Town 15, Range 12, 1914--. 24 v.

Town 15, Ranges 13, 14, 1914--. 24 v.

45. (ABATEMENT LISTS), 1844--. In Collectors' Books, entry 44. Abatement lists showing date, names of collector and owner, description of property, spread of taxes, amount and reason for abatement, and amount paid.

46. RECORD BOOK (Delinquent Tax), 1839-49. 1 v. Discontinued. Delinquent tax lists showing name of owner, legal description of property, valuation, amount of taxes, and costs due. Arr. by sec., town, and range. No index. Hdw. 300 p. 16 x 12 x $2\frac{1}{2}$. Common vlt., bsmt.

Judgment, Sale, Redemption

47. TAX SALE CERTIFICATES, 1877--. 6 f.b.

Certificates of purchase, showing names of owner, buyer, clerk, and collector, dates of sale and filing, legal description of property, percent of penalty, bid, and total amount of taxes, assessments, interest, and costs. Arr. chron. No index. 10 x 5 x 14. 5 f.b., 1877-1919, common vlt., bsmt.; 1 f.b., 1920--, co. clk.'s vlt., 1st fl.

48. TAX JUDGMENT, SALE, REDEMPTION, AND FORFEITURE RECORD, 1880--.
3 v. (1 not lettered, G, H).

List of lands and lots forfeited for taxes, showing name and residence of owner, date, location and legal description of property, amount due, petition and court order for sale, by whom redeemed, date, and amount paid. This record is a combination of Tax Judgment Record and Tax Sale Record formerly kept separately, entries 49 and 50. Arr. by sec., town, and range. No index. Hdw. under pr. hdgs. 300 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

49. TAX JUDGMENT RECORD, 1840-79. 3 v. Missing: 1848-63.
1880-- in Tax Judgment, Sale, Redemption, and Forfeiture Record,
entry 48.

Record of tax judgments, showing term date, in whose name assessed, legal description, tax spread, total tax, costs, and total amount due. Arr. by sec., town, and range. No index. 1839-47, hdw.; 1864-79, hdw. under pr. hdgs. 300 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

50. TAX SALE RECORD, 1841-79. 3 v. (A-C). 1880-- in Tax Judgment,
Sale, Redemption, and Forfeiture Record, entry 48.

Record of tax sales and redemptions showing legal description of property, to whom sold, value, amount of taxes and costs due, date and amount of sale, by whom redeemed, and date and amount of redemption. Arr. by sec., town, and range. No index. 1840-47, hdw.; 1848-79, hdw. under pr. hdgs. 300 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

51. RECORD OF AFFIDAVITS FOR TAX DEED, 1852--. 3 v. (1 not lettered,
B, B).

Copies of affidavits for tax deeds, showing date of affidavit, names of purchaser and county clerk, legal description, certification of notice, and signature of county clerk. Also contains Affidavits for Tax Deed, 1921--, entry 52. Arr. chron. Indexed alph. by name of purchaser. Hdw. on pr. fm. 296 p. 18 x 13 x 2. Co. clk.'s vlt., 1st fl.

52. AFFIDAVITS FOR TAX DEED, 1877-1920. 5 f.b.

1921-- in Record of Affidavits for Tax Deed, entry 51.

Tax deed affidavits showing date, names of county clerk, purchaser, and owner, amount, legal description, and certification of notice. Arr. chron. No index. 5 x 4 x 10. Common vlt., bsmt.

53. RECORD OF FORFEITED TAX, 1925-26. 1 v. Discontinued.

Lists of lands and town lots forfeited for non-payment of taxes, showing in whose name assessed, legal description, equalized value by state board, date, tax spread, and total tax. Arr. by sec., town, and range. No index. Hdw. under pr. hdgs. 75 p. 18 x 14 x $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Vital Statistics

Births (See also
entries 86, 241.)

54. BIRTH RECORD, 1916--. 5 v. (1-5). 1880-1915 in Birth and
Death Reports (Stillbirths), entry 55.

Certificates of birth, showing names of child, parents, and physician or midwife, date and place of birth, sex, color or race, personal history and statistical particulars of parents, eye treatment given at birth, certificate of attending physician or midwife, certificate number, and date of filing. Arr. alph. by surname of child. No index. Hdw. on pr. fm. 700 p. 7 x 9 x 4. Co. clk.'s vlt., 1st fl.

55. BIRTH AND DEATH REPORTS (Stillbirths), 1880-1915. 6 f.b. Certificates of birth, showing full name of child, sex, race or color, number of children of mother, age, dates and places of birth, address of parents, and name and address of person reporting; also physician's certificates of death and stillbirths, showing name, sex, color, age, occupation, date of death, nationality, and birthplace of deceased, place and cause of death, place and date of burial, and names and addresses of undertaker, and doctor. Birth Record, entry 54, and Death Record, entry 58, subsequently kept separately. Arr. chron. No index. 5 x 4 x 10. Common vlt., bsmt.

56. REGISTER OF BIRTHS (Record of Fees), 1877-1915. 3 v. (1-3). Discontinued.

Register of birth certificates, showing names of child, parents, and physician or midwife, date and place of birth, sex, color or race, personal and statistical particulars of parents, eye treatment given at birth, copy of certificate of attending physician or midwife, certificate number, and date of filing; also contains record of fees paid for report of births. Arr. chron. Hdw. on pr. fm. 580 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.

57. INDEX TO BIRTHS, 1877-1915. 1 v. Discontinued.

Index to register of births, showing name of child, registration number, and book and page of entry. Arr. alph. by surname of child. Hdw. under pr. hdgs. 350 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

Deaths (See also entries 86, 241.)

58. DEATH RECORD (Stillbirths), 1916--. 5 v. (1-5). 1880-1915 in Birth and Death Reports (Stillbirths), entry 55.

Certificates of death, showing names of deceased, undertaker, physician, and clerk, personal and statistical particulars, physician's certificate of death, dates of death, burial, and filing, and place of burial. Arr. alph. by family name. No index. Hdw. on pr. fm. 700 p. 9 x 9 $\frac{1}{2}$ x 4. Co. clk.'s vlt., 1st fl.

59. REGISTER OF DEATHS AND STILLBIRTHS (Record of Fees), 1877-1915. 3 v. (1-3). Discontinued.

Register of death certificates, showing names of deceased, undertaker, and clerk, personal and statistical particulars, copy of physician's certificate of death, date and place of burial, and date of filing; also contains record of fees paid for deaths and stillbirths. Arr. chron. Hdw. on pr. fm. 300 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

60. INDEX TO DEATHS, 1877-1915. 1 v. Discontinued.

Index to register of deaths, showing name of deceased, registration number, and book and page of entry. Arr. alph. by name of deceased. Hdw. under pr. hdgs. 350 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

61. CEMETERY RECORD FOR SOLDIERS AND SAILORS, 1915--. 1 v. (1). Certified statements by cemetery board of trustees, showing names of soldiers and sailors buried, date of burial, and numbers of grave, lot, and block. Arr. chron. Indexed alph. by name of deceased. Hdw. on pr. fm. 300 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

Marriages

62. INDEX TO MARRIAGE RECORDS, 1839--. 1 v. (A). Index to Marriage Record, and Marriage Register, showing names of male and female, and book and page of entry. Arr. alph. by name of male. Hdw. under pr. hdgs. 350 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

63. MARRIAGE RECORD, 1839--. 7 v. (AI, A-F). Record of marriage licenses, showing names of groom, bride, witnesses, county clerk, and persons performing marriages, ages and residences of bride and groom, dates of license and marriage, and license number. Arr. chron. Indexed alph. by names of groom and bride; for sep. index, see entry 62. Hdw. on pr. fm. 582 p. 18 $\frac{1}{2}$ x 13 x 3. Co. clk.'s vlt., 1st fl.

64. MARRIAGE LICENSE RETURNS, 1867--. 21 f.b., 2 v. Returned marriage licenses showing names of groom, bride, county clerk, and person performing marriage, residence, age, dates issued, married, filed and registered, and book and page of entry. 1867-1926, arr. chron.; 1927--, arr. alph. by name of groom. No index. Hdw. on pr. fm. F.b. 10 x 5 x 14, v. 400 p. 10 x 12 x 4. 20 f.b., 1867-1920, common vlt., bsmt.; 1 f.b., 1920-26, 2 v., 1927--, co. clk.'s vlt., 1st fl.

65. MARRIAGE REGISTER, 1878--. 2 v. (1, 2). Register of marriages, showing names of groom, bride, father, mother, person performing marriage, and witnesses; also showing license number, occupation, age, race, residence of parties, and date and place of marriage. Arr. chron. Indexed alph. by names of groom and bride; for sep. index, see entry 62. Hdw. under pr. hdgs. 420 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

66. APPLICATION FOR MARRIAGE LICENSE, 1878--. 9 v. (A-H, J). Application for marriage licenses, and consent to marriage by parents or guardian in case of minors, showing application number, names of applicants, residence, ages, eligibility, signatures of applicant and county clerk, and acknowledgment. Arr. chron. Indexed alph. by names of groom and bride. Hdw. on pr. fm. 580 p. 18 x 12 x 3. V. A-D, 1878-1909, common vlt., bsmt.; v. E-H, J, 1910--, co. clk.'s vlt., 1st fl.

Licenses and Registers

Registers of Officers

67. RECORD OF OFFICERS ELECTED, 1839--. 3 v.
List of officers elected in Scott County, showing name of officer, title of office, precinct, dates of oath, certificate, commission and expiration and remarks. Arr. chron. Indexed alph. by name of officer. 1839-80, hdw.; 1881--, hdw. under pr. hdgs. 300 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

Professional Licenses
and Registers

68. RECORD OF PHYSICIANS' CERTIFICATES, 1877--. 1 v. (1).
Copies of physicians' certificates, showing certificate number and date, names of physician and school from which graduated, signature of secretary of board of health, and filing date. Arr. chron. Indexed alph. by name of physician. Hdw. on pr. fm. 300 p. 18 x 12 x 1½. Co. clk.'s vlt., 1st fl.

69. REGISTER OF PHYSICIANS AND ACCOUCHEURS, 1878--. 1 v. (1).
Register of physicians and accoucheurs, dentists, chiropodists, and osteopaths, showing date registered, signature of registrant, school of practice, and residence and business addresses; also showing age, nativity, number of years in practice, number of years of practice in Illinois, and date of certificate by state board of health. Arr. alph. by name of registrant. No index. Hdw. under pr. hdgs. 200 p. 18 x 12 x 1. Co. clk.'s vlt., 1st fl.

70. OPTOMETRY REGISTER, 1917--. 1 v. (1).
Register of optometrists, showing name and address of optometrist, date, number, and class of certificate and registration, and remarks. Arr. alph. by name of optometrist. No index. Hdw. under pr. hdgs. 320 p. 18 x 13 x 2. Co. clk.'s vlt., 1st fl.

Patents

71. PATENT RECORD, 1869-70. 1 v. Discontinued.
Patents now registered in United States Patent Office, Washington, D. C.
Record of patents on inventions applied for and granted, showing name of inventor, description of invention, patentees' grant of exclusive rights to make, use, and vend to others, the improvement or invention, and date of patent. Arr. chron. Indexed alph. by name of patentee. Hdw. on pr. fm. 420 p. 18 x 13 x 2½. Co. clk.'s vlt., 1st fl.

Estrays, Marks and Brands

72. ESTRAY RECORD, 1865--. 1 v. Last entry 1906.
Register of estrayed live stock taken up, showing names of finder and appraiser, value and description of livestock, and amount of cost. Arr. chron. No index. Hdw. under pr. hdgs. 200 p. 16 x 10½ x 1. Common vlt., bsmt.

73. MARKS AND BRANDS, 1839-99. 1 v. Discontinued.
Register of marks and brands, showing date, names and address of persons recording brands or ear marks, and sketch or description of mark. Arr. chron. No index. Hdw. 150 p. 12 x 8 x 1 $\frac{1}{2}$. Common vlt., bsmt.

Liquor Licenses

74. COUNTY LIQUOR LICENSE (Applications), 1935--. 1 f.b.
Applications to county liquor control commissioner, for retailer's license to sell alcoholic liquors, oath and bond for licensed dealer, showing name of applicant, kind of security, date, and amount of bond. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Ferry Licenses

75. FERRY LICENSE RECORD, 1924--. 1 v. (1).
Record of ferrymen's bonds and licenses, showing names of licensee, principal, and sureties, amount and terms of bond, dates of bond, license, approval, and filing, license fee, location of ferry, time covered by license, and signature of county clerk. Arr. chron. Indexed alph. by name of operator. Hdw. on pr. fm. 300 p. 16 x 10 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Dog Licenses (See also entries 243, 244.)

76. DOG LICENSE TAX RECORD, 1918--. 1 v. (1). 1879-1917 in Assessors' Books, entry 34.
Register of dog license tags, showing name of owner, address, date issued and paid, tag number, number of males, sterilized and unsterilized females, and amount of fees collected and paid to county treasurer. Arr. by precinct. No index. Hdw. under pr. hdgs. 160 p. 16 x 10 $\frac{1}{2}$ x 1. Co. clk.'s vlt., 1st fl.

77. DOG LICENSE RECEIPTS, 1923--. 1 f.b. Prior records have been destroyed.
Duplicate copies of dog license receipts, showing to whom dog license tags were issued, with names of owner, county clerk, and assessor, town and range numbers, dates of issue, report, and filing, number of license and tag, kind of dog, and amount of license fee. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Elections

78. (ELECTION PAPERS), 1885--. In Miscellaneous Files, entry 90.
Files of election papers, including certificates of nomination, endorsement of candidates, lists of absentee voters, poll books, and abstracts of votes.

Bonds of Officers

79. PUBLIC OFFICIALS' BONDS, 1917--. 1 f.b.

1885-1916 in Miscellaneous Files, entry 90.

Bonds of county and town officials, showing names of principal sureties, attorney, clerk, and judge, number, date, conditions, and amount of bond, dates of acknowledgment, filing and termination. Also contains Township Treasurers' Bonds, 1917-23, entry 80. Arr. chron. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

80. TOWNSHIP TREASURERS' BONDS, 1924--. 1 f.b.

1917-23 in Public Officials' Bonds, entry 79.

Precinct treasurers' bonds showing town and range numbers, names of treasurer, and bondsmen, amount and dates of bond, approval, and condition of obligation. Arr. chron. No index. Hdw. on pr. fm. 5 x 5 x 10. Treas.'s vlt., 1st fl.

81. OFFICIAL BOND RECORD, 1876--. 1 v. (1).

Copies of bonds of county officials, showing names of principals and sureties, term, conditions, and amount of bond, and oath of principal. Arr. chron. Indexed alph. by name of principal. Hdw. on pr. fm. 500 p. 18 x 12 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

82. DOCKET OF OFFICIAL BONDS, 1877--. 3 v. (1-3).

Docket and record of officials' bonds, showing names of principal, sureties, title of office, dates of filing and approval, amount and terms of bond, term of court examined, and orders of court. Arr. chron. Indexed alph. by name of principal. Hdw. under pr. hdgs. 600 p. 18 x 13 $\frac{1}{2}$ x 3. V. 1, 1877-90, common vlt., bsmt.; v. 2, 3, 1891--, co. clk.'s vlt., 1st fl.

83. BOND RECORD, 1912--. 1 v. (1).

Miscellaneous bonds of unusual form which will not fit the customary printed form for bonds, showing names of principal, sureties, and office or estate, number, amount, date, and conditions of bond, and oath. Arr. chron. Indexed alph. by name of principal. Hdw. 400 p. 18 x 12 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Fees, Receipts and Expenditures

84. LEDGER, 1853--. 7 v.

Ledger of accounts, showing name of account, to whom paid, amount, dates allowed, issued, claim warrant number, and totals. Arr. chron. Indexed alph. by name of account. Hdw. 320 p. 16 x 11 $\frac{1}{2}$ x 2. 6 v., 1853-1914, common vlt., bsmt.; 1 v., 1915--, co. clk.'s vlt., 1st fl.

85. CASH BOOK, 1873--. 4 v. (2 not numbered, 1, 2).

Title varies: Register of Receipts and Expenditures.

Register of receipts and expenditures, showing date, amount, from whom received, to whom paid, for what purpose, and total amount. Also contains Register of Warrants, 1873-1913, entry 6. Arr. chron. No index. Hdw. under pr. hdgs. 600 p., 300 p.; 18 x 12 x 4, 17 x 15 x 2. Co. clk.'s vlt., 1st fl.

86. REGISTRARS' REPORT CARD (Account of Births and Deaths), 1916--. 2 f.b.

Registrars' monthly reports to the county clerk, on fees paid for reported births and deaths, showing names of clerk and registrar, address, date, registration district number, and numbers of births, stillbirths, and deaths reported, and amount of fees. Arr. chron. No index. Hdw. on pr. fm. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

For prior records of fees paid for births, deaths and stillbirths, see entries 56, 59; for treasurer's account of births and deaths, see entry 241.

87. COUNTY CLERK'S CASH JOURNAL, 1923--. 2 v. (1, 2).

Journal of fees earned and fees previously earned, showing fee book and page number, miscellaneous earnings and receipts, date, and totals. Arr. chron. No index. Hdw. under pr. hdgs. 318 p. 17 x 15 x 2. Co. clk.'s vlt., 1st fl.

Maps and Plats

88. PRECINCTS AND RANGES OF SCOTT COUNTY, 1856-74. 75 plats.

Political plats of precincts, towns, ranges, and school districts of Scott County, showing boundaries, base lines, meridians, legal descriptions, estimates and levies of taxes for school purposes, and certificates of oath by school directors. Author, county surveyor and engineer, Winchester, Illinois. Arr. by precinct, range and school district. Hand-drawn, black and white. 12 x 16. Co. clk.'s vlt., 1st fl.

89. TRANSCRIPTS OF TOWNS AND TOWNSHIPS IN SCOTT COUNTY, 1853.

35 maps.

Political maps drawn in 1853, but covering period only to 1837, in what is now Scott County, but was then Morgan County, showing town and range lines, divisions and subdivisions, name of land owner, and acreage of land or size of lot. Artist, S. McEvers, Winchester, Illinois. Arr. by sec., twp., and range. Hand-drawn, black and white. $1\frac{1}{2}$ in. to 1 mi. 12 x 17. Co. clk.'s vlt., 1st fl.

Miscellaneous Documents

90. MISCELLANEOUS FILES, 1885--. 6 f.b.

Miscellaneous documents including proceedings of county board of commissioners, resolutions, courthouse construction papers, and fence viewer's reports; files of complaint, executions, and jury venires in county court, wills, administrators' petitions, and bonds. Also contains (Election Papers), entry 78; Road District Bonds Issued, 1885-1935, entry 26; Public Officials' Bonds, 1885-1916, entry 79; and School Distribution Fund, 1885-1923, entry 31. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

III. RECORDER

The recorder was originally elected in Scott County by the county electorate.¹ Ten years after the organization of the county in 1839, the clerk of the circuit court became ex-officio recorder of deeds.² This provision is continued under the Constitution of 1870 for counties of less than 60,000 of population.³ In Scott County, this status has persisted from 1849 to the present day.

In 1847 with the authorization of special legislation, the county commissioners' court of Scott County engaged the recorder of this county with the assistance of the recorder of Morgan County in the recordation of all deeds, mortgages, and other writings recorded in Morgan County concerning or affecting real estate situated in Scott County.⁴

Today, the circuit clerk is required to enter bond for \$10,000 for his duties as recorder.

In Scott County, this officer is required to keep the following records:

1. An entry book in which data relating to date and order of receipt of instruments to be recorded or filed, and the names of parties and location of property with a brief description of the premises, are entered. The entry book serves as a table of contents, with descriptive memoranda, for all instruments recorded at length or filed in the recorder's office. Separate books are allowed to be kept for the recording of different

1. Elected for four-year term. L.1835, p. 166. The term was later reduced to two years. L.1845, p. 28.
2. Constitution of 1848, Art. V, sec. 19; L.1849, p. 63-66.
3. Constitution of 1870, Art. X, sec. 8; R.S.1874, p. 833.
4. L.1847, p. 70,71. For this record, see entry 92. Scott County was formed from Morgan County, consequently these titles and writings were originally recorded in Morgan.

classes of instruments. Two series of numbers may be used, one series preceded by the letter "B", as for the recordation of bills of sales of personal property, chattel mortgages, releases, extensions, and assignments thereof. The other series of document numbers is for all other instruments received for recordation.

2. Grantor's and grantee's indexes. In the grantor's index are recorded the name of the grantor in alphabetical order and the name of the grantee. The grantee's index shows the name of the grantee in alphabetical order and the name of the grantor. Each index also shows the date of the instrument, time of receipt, kind of instrument, consideration, book and page in which it is recorded or the number under which it is filed, and a brief description of the premises.
3. Indexes to each book of record in which are entered in alphabetical order, the name of each grantor and grantee, and book and page in which the instrument is recorded. This series indexes instruments such as recorded by corporations, powers of attorney, chattel mortgages, etc.
4. An index to recorded maps and plats, based on location of property. Sometimes arranged by section, town, range, etc.
5. An abstract book, in effect indexing records by showing for each tract every conveyance or incumbrance recorded, its execution and filing date, and the book and page of its recordation. Series optional with county board.
6. A separate book to record certificates of honorable military, aviation, and naval discharges.¹

The recorder, in recording at length any instrument in writing, is permitted to make a handwritten or typewritten transcription of the same, or he may make photographic or photostatic reproduction, or he may use a combination of these methods of recordation.² In addition to the instruments received for recordation, the recorder is required, upon receipt, to file any instrument upon which is indorsed the words "This instrument to be filed, but not recorded." Such instruments include any mortgage, trust deed, or conveyance of personal property having the effect of a mortgage or lien upon such property. The recorder marks such instrument "filed" and enters the time of receipt and files the same in his office.³

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1. L.1819, p. 18,20,21; R.L.1829, p. 116,117; L.1847, p. 69; L.1853, p. 254; L.1867, p. 148; L.1869, p. 2; L.1871-72, p. 645,646; L.1873, p. 144; R.S.1874, p. 834-37; L.1917, p. 652; L.1925, p. 521; L.1933-34, third sp. sess., p. 214.
 2. L.1933-34, third sp. sess., p. 214.
 3. L.1927, p. 521; L.1929, p. 592-94; L.1933-34, third sp. sess., p. 860.

Entry Books

91. ENTRY BOOK, 1858--. 9 v. (A-I).

Recorder's entry book showing number, date, and nature of instrument and entry, names of grantor and grantee, book and page of entry, amount of consideration, legal description of property, fees due and paid, and to whom delivered. Arr. chron. No index. Hdw. under pr. hdgs. 300 p. 18 x 12 x 2. Cir. clk.'s vlt., 1st fl.

92. LAND ENTRY BOOK, 1823-69. 1 v. Discontinued.

Certified and signed record of land entries, showing date of entry, name of owner, legal description, and date reported by state auditor. Records prior to 1839 are for land that was then in Morgan County, but which in 1839 became Scott. Arr. by sec. no. No index. Hdw. 140 p. 18 x 12 x 1. Co. clk.'s vlt., 1st fl.

93. RECORD BOOK, 1850-51. 1 v. Discontinued. Title varies:
Land Patents.

Register of land patents recorded, showing name of patentee, legal description, and number of acres. Arr. by sec., town, and range. No index. Hdw. 300 p. 13 x 8 x 1½. Co. clk.'s vlt., 1st fl.

Instruments Recorded

General

94. GENERAL INDEX GRANTOR - GRANTEE, 1865--. 8 v. (3 not lettered, B, grantor; 3 not lettered, B, grantee).

General index to deeds, and real and chattel mortgages, gas and oil leases, and releases, showing names of grantor, grantee, or mortgagor and mortgagee, date and kind of instrument, consideration, description of property, book and page of entry, and date of filing. This general index is a combination of two indexes formerly kept separately, Index Register of Lands and Lots (Index to Deed Records), entry 96, and General Index of Mortgages, entry 99. Also contains Index to Marginal Releases, 1865-1904, entry 100. Arr. alph. by names of grantor and grantee, or mortgagor and mortgagee. Hdw. under pr. hdgs. 650 p. 18 x 13 x 3. Cir. clk.'s vlt., 1st fl.

Deeds

95. DEED RECORD, 1839--. 59 v. (A-Z, 1839-97; 1-5, 5-32, 1884--).

Recordation of miscellaneous deeds, showing names of grantor, grantee, notary public, and recorder, dates of deed, seal, filing, and consideration, legal description, special provisions, and reservations. Also contains Release Record, 1839-73, entry 101. Arr. chron. For index, 1839-64, see entry 96; 1865--, see entry 94. Hdw., typed, and hdw. or typed on pr. fm. 584 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.

96. INDEX REGISTER OF LANDS AND LOTS (Index to Deed Records), 1839-64. 2 v. 1865-- in General Index Grantor - Grantee, entry 94.

Index to deed records of lands and lots, showing names of grantor and grantee, numbers of town, range, and section, and book and page of entry. Arr. alph. by names of grantor and grantee. Hdw. 550 p., 600 p.; 18 x 11 $\frac{1}{2}$ x 2 $\frac{1}{2}$, 16 x 11 $\frac{1}{2}$ x 3. Cir. clk.'s vlt., 1st fl.

97. DEDICATIONS FOR HARD ROADS, 1922--. 2 v.

Dedications or deeds of right of way for public road purposes, showing names of grantor, notary, and recorder, dates of instrument and filing, consideration, legal description of land, survey, and blueprint of road-way. Arr. chron. Indexed alph. by name of grantor. Typed, and typed on pr. fm. 582 p. 18 $\frac{1}{2}$ x 12 x 4. Cir. clk.'s vlt., 1st fl.

Mortgages - Real Property

98. MORTGAGE RECORD, 1839--. 40 v. (A-I, K-Q, S, T, V, X, Y, 1839-1920; 1, 3-6, 8-21, 1890--).

Real estate mortgage record showing names of mortgagor, mortgagee, and recorder, dates of mortgage and filing, amount, description and consideration. Also contains Chattel Mortgage Record, 1839-65, entry 102. Arr. chron. For index, 1839-64, see entry 99; 1865--, see entry 94; for index of marginal releases, 1905--, see entry 100. Hdw., hdw. on pr. fm., typed, typed on pr. fm., interspersed. 450 p. 18 $\frac{1}{2}$ x 13 x 2 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

99. GENERAL INDEX OF MORTGAGES, 1839-64. 2 v. 1865-- in General Index Grantor - Grantee, entry 94.

General index to real and chattel mortgage records, showing names of mortgagor and mortgagee, date and kind of instrument, description of property, consideration, book and page of entry, and date filed. Arr. alph. by names of mortgagor and mortgagee. Hdw. 480 p. 16 $\frac{1}{2}$ x 12 x 3. Cir. clk.'s vlt., 1st fl.

100. INDEX TO MARGINAL RELEASES, 1905--. 2 v. (1, 2).

1865-1904 in General Index Grantor - Grantee, entry 94.

Index to marginal releases, showing names of mortgagor and mortgagee, book and page of entry, date, and by whom released. Arr. alph. by name of mortgagor. Hdw. under pr. hdgs. 200 p. 18 x 12 x 1. Cir. clk.'s vlt., 1st fl.

101. RELEASE RECORD, 1874--. 5 v. (A-D, 1874--; 1, 1919--).

1839-73 in Deed Record, entry 95.

Release records showing names of mortgagor, mortgagee, notary public, and recorder, dates of mortgage, release, and filing, legal description of property, and book and page of entry. Arr. chron. For index, see entry 94. Hdw. on pr. fm., hdw., and typed. 580 p. 18 x 13 x 3. Cir. clk.'s vlt., 1st fl.

Mortgages - Chattel

102. CHATTEL MORTGAGE RECORD, 1866--. 31 v. (Q, R, U, W, Z, 1866-94; 2, 5, 7-30, 1891--). Missing: 1877-79. 1839-65 in Mortgage Record, entry 98.

Chattel mortgage record showing date, names of mortgagor and mortgagee, description of property, consideration, and acknowledgment before notary. Arr. chron. 1866-85, indexed alph. by names of grantor, grantee; for sep. index, 1886--, see entry 103. 1866-98, hdw. on pr. fm.; 1899-1914, hdw., hdw. on pr. fm.; 1915--, hdw., hdw. on pr. fm. and typed. 600 p. 18 x 12 x 3. V. Q,R,U,W,Z,2,5,7-16, 1866-1914, common vlt., bsmt.; v. 17-30, 1915--, cir. clk.'s vlt., 1st fl.

103. CHATTEL MORTGAGE INDEX, 1886--. 3 v. (1, 2 not numbered). Chattel mortgage index showing names of mortgagor and mortgagee, date, consideration, description, book and page of entry, and remarks. Arr. alph. by name of mortgagor. Hdw. under pr. hdgs. 600 p. 18 x 13 x 3. V. 1, 1886-1917, common vlt., bsmt.; 2 v., 1918--, cir. clk.'s vlt., 1st fl.

104. EXTENSION CHATTEL MORTGAGE, 1889--. 1 v. (A). Affidavits of extensions of chattel mortgages, showing names of mortgagor, mortgagee, notary public, and recorder, dates of mortgage, extension, and filing, amount due, and book and page of entry. Arr. chron. Indexed alph. by name of mortgagor. Hdw. on pr. fm. 292 p. 18 x 13 x 2. Cir. clk.'s vlt., 1st fl.

Certificates of Levy and Sale

105. CERTIFICATES OF LEVY, LIENS ON CHATTELS, 1924--. 1 f.b. 1839-1923 in (Circuit Court Files), entry 181. Certificates of levy and liens on chattels, showing names of plaintiff, defendant, sheriff, recorder, dates of issue, filing, recording, book and page of entry, and description of property. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.

106. MASTER'S CERTIFICATES OF PURCHASE, 1840--. 3 v. (A-C). Master's certificates of purchase, showing bill of foreclosure number, names of plaintiff, defendant, and purchaser, and to whom deeded, term and date of court, number and dates of notices, place and date of sale, legal description of property, amount of debt, interest, cost, and bid, time allowed defendant to redeem property, and date of recording. Arr. chron. Indexed alph. by name of plaintiff. Hdw. 300 p. 18 x 12 x 2. V. A, B, 1840-87, common vlt., bsmt.; v. C, 1888--, cir. clk.'s vlt., 1st fl.

107. SHERIFF'S (and Master's) CERTIFICATES OF LEVY, SALE, AND REDEMPTION, 1841--. 4 v. (A-C, C). Sheriff's and master's certificates of levy, sale, and redemption, showing names of plaintiff, defendant, and sheriff or master in chancery, dates of levy, sale, redemption, filing and recording, legal description of property, amount of sale, and time limit for redemption. Arr. chron. Indexed alph. by name of defendant. 440 p. 18 x 12 x 3½. Cir. clk.'s vlt., 1st fl.

Other Instruments

108. SOLDIERS' DISCHARGE RECORD, 1865--. 3 v. (1, 1, 2).
Soldiers' discharge record showing serial number, date, enlistment record, name of soldier, rank, qualifications, engagements, citations, physical condition, date discharged, character, remarks, signatures of soldier and commanding officer, and date. Arr. chron. Indexed alph. by name of soldier. Hdw. on pr. fm. 300 p. 18 x 12 x 1 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

109. OIL AND GAS RECORD, 1928--. 1 v. (1).
Record of oil and gas leases on land, showing date, names of grantor and grantee, legal description of property, terms, and condition of contract. Arr. chron. For index, see entry 94. Typed. 600 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.

110. AFFIDAVITS FOR LIENS ON GETS, 1933--. 1 v. (1). 1839-1932 unbound in Circuit Court Files, entry 181.
Affidavits for liens on gets, showing names of owner and sire, license number, date of service, description of animal served, amount of fee, and certificate of oath. Arr. chron. Indexed alph. by name of owner. Hdw. on pr. fm. 300 p. 18 x 12 x 1 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

111. TOWNSHIP TREASURERS' BOND RECORD, 1890-1920. 1 v.
Discontinued.
Copies of bonds of precinct treasurers, showing names of principal, bondsmen, notary public, trustees, date and amount of bond, conditions of obligation, dates of approval and filings. Arr. chron. Indexed alph. by name of treas. Hdw. on pr. fm. 300 p. 18 x 12 x 2. Cir. clk.'s vlt., 1st fl.
For other precinct treasurers' bonds, see entry 80.

112. RENEWAL CERTIFICATE OF STALLION RECORD, 1911-17. 1 v.
Discontinued as a county record; subsequent records kept by state.
Stallion record showing certificate and stallion numbers, grade of breed, registered name of horse, names of original and present owners, recorder, and secretary, seals of state board of agriculture and stallion registration board, and date of filing. Arr. chron. Indexed alph. by name of original owner. Hdw. on pr. fm. 225 p. 18 x 12 x 1 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

113. REGISTER OF NAMES OF LANDS, 1915--. 1 v. (1).
Register of farm names, showing owner's name and address, name of farm, legal description of property, and number of acres. Arr. alph. by name of owner. No index. Hdw. under pr. hdgs. 160 p. 17 x 15 x 1. Rec.'s vlt., 1st fl.

Recorder - Maps; Fees;
Miscellaneous Records

(114-116)

Maps

114. SCOTT COUNTY, 1870--. 55 maps.

Maps of various parts of Scott County showing the history; also drawings of the homesteads of old families. Author, John G. Henderson, Winchester, Illinois. Printed. 18 x 20. Co. clk.'s vlt., 1st fl.

Fees

115. RECEIPT BOOK (Fee Book), 1921--. 1 v. (5).

Register of fees received, showing date, amount, from whom received, purpose, and entry number. Arr. chron. No index. Hdw. under pr. hdgs. 300 p. 17 x 15 x 1 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

Miscellaneous Records

116. (RECORDER'S MISCELLANEOUS RECORD), 1882--. In Miscellaneous Record, entry 194.

Miscellaneous records of recorder, including articles of incorporation, options, coal leases and contracts, agreements, apprentice indentures, mortgage releases, certificates of election of trustees, articles of dissolution, assignments, and certificates of purchase.

IV. COUNTY COURT

In Scott County, as in each county of the state, there is a county court administered by the county judge. The court hears and determines matters in which it has original or concurrent jurisdiction, including appeals from justices of the peace and police magistrates. The county judge is elected for a four-year term and, before entering upon the duties of his office, is required to take and subscribe to an oath which he files with the secretary of state.¹

The judicial powers in Scott County were originally vested in the courts of justices of the peace, court of the probate justice, and the circuit court during the first ten years of the county's history. Then, a civil and criminal court for the county was provided for under the Constitution of 1848 and the legislation of 1849.² The court created was the county court. This county government unit was established with a partial reversion to the dual functions, administrative and judicial, of the local judiciary in Illinois under the Territorial Laws prior to 1818. The court was different from the territorial courts in that its composition varied for each of the two functions. The judicial court was administered by the county judge, who was elected by the county electorate and commissioned by the governor. His original four-year tenure of office has remained effective to the present day.³ As the governing body the court was made up of the county judge and two justices of the peace.

Complete separation of county business powers from the judicial, could be had with the acceptance by the county electorate of an independent administrative body under township organization. This plan of government was not selected in 1849, and Scott was governed by the dual county court until 1871, when the board of county commissioners became successor to the county court in its jurisdiction over county affairs and business. From this date on, the county court has served only as a judicial court in Scott County.

The county court as established in 1849, was vested with the same civil and criminal jurisdiction as the justices of the peace. The county judge was made the conservator of the peace for the county. He was given the same power and authority as the circuit court, in preserving order in the court and punishing contempts offered the court while in session.⁴

1. R.S.1874, p. 339; L.1881, p. 70.

2. Constitution of 1848, Art. V, sec. 16; L.1849, p. 62.

3. L.1849, p. 64; R.S.1874, p. 339; L.1933, p. 451.

4. L.1849, p. 64; L.1859, p. 99; R.S.1874, p. 339; L.1933, p. 451.

the first two cases, the \mathbb{Z}_2 -action is not free, and the quotient space is not a manifold. In the third case, the \mathbb{Z}_2 -action is free, and the quotient space is a manifold. In this case, the quotient space is a 3-manifold, and it is diffeomorphic to the 3-sphere S^3 . The 3-sphere is a compact, simply connected, 3-manifold, and it is the only 3-manifold with these properties. Therefore, the quotient space is diffeomorphic to the 3-sphere S^3 .

Let M be a 3-manifold, and let \mathbb{Z}_2 be a group of order 2. Let M/\mathbb{Z}_2 be the quotient space of M by the \mathbb{Z}_2 -action. Let $\pi: M \rightarrow M/\mathbb{Z}_2$ be the quotient map. Let \tilde{M} be the universal cover of M , and let $\tilde{\pi}: \tilde{M} \rightarrow M$ be the covering map. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups.

Let \tilde{M}/\mathbb{Z}_2 be the quotient space of \tilde{M} by the \mathbb{Z}_2 -action. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups.

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Let \tilde{M}/\mathbb{Z}_2 be the quotient space of \tilde{M} by the \mathbb{Z}_2 -action. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups.

Let \tilde{M}/\mathbb{Z}_2 be the quotient space of \tilde{M} by the \mathbb{Z}_2 -action. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups.

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Let \tilde{M}/\mathbb{Z}_2 be the quotient space of \tilde{M} by the \mathbb{Z}_2 -action. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups. Let $\tilde{\pi}_*: \pi_1(\tilde{M}) \rightarrow \pi_1(M)$ be the induced map on the fundamental groups.

In addition to its civil and criminal jurisdiction the court was vested with all the powers and jurisdiction in probate matters which were vested prior to 1849 in the court of the probate justice. In its probate function the court was given concurrent jurisdiction with the circuit court.¹ In Scott County, the county judge has served to the present day in his ex-officio capacity as judge of the probate court.

The law jurisdiction of the county court in Scott County, from 1874 to the present, is concurrent with that of the circuit court in that class of cases; first, wherein the justices of the peace have jurisdiction where the value of the amount in controversy does not exceed one thousand dollars;² second, in all cases of appeals from justices of the peace and police magistrates; third, in all criminal offenses and misdemeanors where the punishment is not imprisonment in the penitentiary or death.³

Appeals from the judgments and decisions of the county court may be taken to the circuit court.⁴ To the appellate court or supreme court may be taken and prosecuted appeals and writs of error in proceedings for the sale of lands for taxes and special assessments, and in all common law and attachment cases, and cases of forcible detainer and forcible entry and detainer. Such appeals and writs of error are, when not otherwise provided, taken and prosecuted in the same manner as appeals and writs of error from the circuit court.⁵

The records of the court are kept by the clerk of the county court. The county clerk is the ex-officio clerk of the county court. In addition to these statutory records described below, the clerk necessarily maintains others in effecting the court's orders.⁶

For the court, the clerk keeps the following records:

1. Books of record of the proceedings and judgments of the court, with alphabetical indexes by parties. Proceedings are recorded at length only in cases designated by law, or when the court, at the motion and assumption of expenses by one of the parties, so orders. In practice, the court record has been broken down from an early date

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1. L.1849, p. 65; L.1859, p. 99.
 2. Under the laws of 1872 the jurisdiction was in cases not exceeding \$500. The revised laws of 1874 and subsequent legislation extended the jurisdiction to cases wherein the amount involved was not over \$1000.
 3. R.S.1874, p. 339; L.1877, p. 77; L.1933, p. 448.
 4. R.S.1874, p. 339.
 5. R.S.1874, p. 339; L.1877, p. 77; L.1881, p. 66.
 6. This category is obliquely recognized by law; though the form which such records take is generally determined by court order. L.1849, p. 66; R.S.1874, p. 263.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document also mentions the need for regular audits to verify the accuracy of the records and to identify any discrepancies.

The second part of the document focuses on the management of inventory. It describes various methods for tracking stock levels, such as using barcode systems or manual counting. The importance of keeping inventory up-to-date is stressed, as it allows for better control over costs and helps in identifying slow-moving or obsolete stock. The document also touches upon the relationship between inventory and cash flow, noting that efficient inventory management can lead to improved liquidity.

The third part of the document addresses the issue of budgeting and financial planning. It outlines the steps involved in creating a budget, from setting financial goals to allocating resources. The document highlights the role of budgeting in controlling expenses and ensuring that the organization stays on track with its financial objectives. It also discusses the importance of reviewing the budget regularly to make adjustments as needed.

The fourth part of the document deals with the management of accounts payable and receivable. It provides guidance on how to handle invoices, payments, and collections. The document stresses the importance of timely payments to suppliers and the need for effective collection strategies to maintain healthy cash flow. It also mentions the use of software tools to streamline these processes and reduce the risk of errors.

The fifth part of the document covers the topic of financial reporting. It explains the different types of financial statements, such as the balance sheet, income statement, and cash flow statement, and how they are prepared. The document emphasizes the importance of providing accurate and transparent financial reports to stakeholders, including investors and creditors. It also discusses the role of internal controls in ensuring the reliability of the financial data.

The sixth part of the document discusses the importance of maintaining good relationships with financial institutions and service providers. It advises on how to negotiate terms, manage credit lines, and handle any issues that may arise. The document also mentions the need for staying informed about market conditions and financial regulations that may affect the organization's operations.

The seventh part of the document focuses on the management of fixed assets. It describes the process of capitalizing assets, depreciating them, and recording their disposal. The document highlights the importance of accurate asset management for determining the true value of the organization's net worth. It also mentions the need for regular physical counts of assets to verify the recorded values.

The eighth part of the document addresses the issue of tax compliance. It provides an overview of the various taxes that may apply to the organization, such as income tax, sales tax, and property tax. The document emphasizes the importance of staying up-to-date with tax laws and regulations to avoid penalties and ensure full compliance. It also mentions the option of hiring a tax professional for assistance.

The ninth part of the document discusses the importance of having a contingency plan in place. It outlines the steps for identifying potential risks, assessing their impact, and developing strategies to mitigate them. The document stresses the need for flexibility and the ability to adapt to changing circumstances, as well as the importance of having sufficient reserves to cover unexpected expenses.

The tenth part of the document provides a summary of the key points discussed throughout the document. It reiterates the importance of accurate record-keeping, effective inventory management, sound financial planning, and strong relationships with financial partners. The document concludes by encouraging the reader to implement the principles and practices outlined in the document to achieve long-term financial success.

In conclusion, the document provides a comprehensive overview of the various aspects of financial management. It covers everything from record-keeping and inventory management to budgeting, accounts management, financial reporting, and tax compliance. By following the guidelines and best practices outlined in the document, organizations can ensure the accuracy and integrity of their financial data, improve their financial performance, and maintain strong relationships with their financial partners. The document serves as a valuable resource for anyone involved in the financial management of a business.

- into segregated types of proceedings and judgments.
2. "Plaintiff-Defendant Index to Court Records" and "Defendant-Plaintiff Index to Court Records." Intended to be separate records, but frequently combined in a single volume with the two indexes segregated in each volume.
3. A general docket, in which all suits are entered in the order they are commenced.
4. A judgment and execution docket, containing a column for the entry of satisfaction or other disposition. In practice an execution docket is frequently set up independently.
5. Additional dockets, designated as the clerk's, judge's, and bar docket. In practice the bar docket has tended to drop out of use.¹
6. A fee book, in which costs and fees are to be entered under the proper title of the cause. In practice separate series of volumes are maintained under these titles of causes.
7. Transcripts of proceedings in appeals from justices' courts, dockets thereof, and transcripts of judgment for liens, etc., from justices' courts.
8. Naturalization records, including petitions, proceedings, final certificates, etc. The county courts in Illinois prior to 1906 met the requirements of Federal Statutes to exercise naturalization jurisdiction.²
9. Original documents used in court hearings and determinations; of particular importance in the large number of cases where complete proceedings are not spread on court record.³

Proceedings of Court

117. (INDEX TO COUNTY COURT PAPERS), 1839--. In Index to Probate Papers, entry 143.

Index to county court papers, common law and criminal, showing names of plaintiff, defendant, and estate, and file box number.

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1. The Civil Practice Act of 1933 grants authority to county courts, subject to rules promulgated by the supreme court and not inconsistent with statutory requirements, to make such rules as they may deem expedient, regulating dockets and calendars of said court. L.1933, p. 785, sec. 2.
 2. U.S.S.1802, p. 153; U.S.R.S.1874, p. 378.
 3. R.S.1845, p. 57,323,324,414,418,419; L.1885, p. 79,80; L.1871-72, p. 325; R.S.1874, p. 262,263,339; L.1877, p. 77; L.1933, p. 448, 451; U.S.S.1802, p. 153-55; U.S.R.S.1874, p. 378-80; U.S.S.1906, p. 598-607; U.S.S.1915, p. 736-38; U.S.S.1926, p. 709,710.

118. COUNTY COURT PAPERS (Common Law), 1872--. 35 f.b.
(196-230).

Affidavits of witnesses, demurrer, summonses, petitions, subpoenas, amended petitions, answers of defendants, verdicts of jury, transcripts, appeal bonds, orders of court, executions on judgments confessed and appeals from justice court, showing file number, names of plaintiff, defendant, attorneys, judge, clerk, and witnesses, cause of action, dates of issue and filing, and record book and page. Also contains Criminal Cases, 1872-94, entry 119. Arr. by case no. For index, see entry 117. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

119. CRIMINAL CASES, 1895--. 12 f.b. (219-244, not consecutive).
1872-94 in County Court Papers (Common Law), entry 118.

Affidavits, bills of exceptions, subpoenas, warrants, recognizance bonds, transcripts, motions for new trials, copies of settlements, verdicts of jury, notices to re-instate, final orders of reversal, waivers of trial by jury, and information and testimony of witnesses. Arr. by case no. For index, see entry 117. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

120. COUNTY COURT RECORD, 1915--. 1 v. (3).

Record of common law and criminal cases, showing names of plaintiff, defendant, judge, attorneys, sheriff, and clerk, cause of action, date, proceedings of case, and orders of court. This record is a combination of two records formerly kept separately, County Court Record Common Law, entry 122, and County Court Record Criminal, entry 123. Also contains Probation Officers' Record, 1915-21, entry 139. Arr. chron. Indexed alph. by name of defendant. Typed. 584 p. 19 x 13 x 3. Co. clk.'s vlt., 1st fl.

121. PLAINTIFF-DEFENDANT INDEX TO COURT RECORDS, 1872-69. 2 v.
(1 plaintiff; 1 defendant). Discontinued.

Index to court records, showing names of plaintiff and defendant, kind of action, term date, term of disposal, date and amount of judgment, book and page of judgment docket, fee book and court records, number of execution, and satisfaction. Arr. alph. by name of defendant. Hdw. under pr. hdgs. 300 p. 18 x 13 x 2. Co. clk.'s vlt., 1st fl.

122. COUNTY COURT RECORD COMMON LAW, 1872-1914. 2 v. (1, 2).
1915-- in County Court Record, entry 120.

Record of common law cases, showing names of plaintiff, defendant, judge, attorneys, sheriff, and clerk, cause of action, date, proceedings of case, and final order of court. Also contains Default and Confession Record, 1872-73, entry 124. Arr. chron. Indexed alph. by name of defendant; for sep. index, 1872-89, see entry 121. Hdw. 584 p. 19 x 13 x 3. Co. clk.'s vlt., 1st fl.

123. COUNTY COURT RECORD CRIMINAL, 1872-1914. 1 v.
1915-- in County Court Record, entry 120.

Record of criminal cases, showing names of plaintiff, defendant, and attorneys, cause of action, date, proceedings of case, and orders of court. Also contains Probation Officers' Record, 1911-14, entry 139. Arr. chron. Indexed alph. by name of defendant. For sep. index, 1872-89, see entry 121. Hdw. 592 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

124. DEFAULT AND CONFESSION RECORD, 1874--. 1 v. (A).
1872-73 in County Court Record Common Law, entry 122.
Judgments by confession and default, showing term of court, date, names of plaintiff, defendant, attorneys, sheriff, judge, and clerk, amount of claim, damages, cost, and order of court. Arr. chron. Indexed alph. by names of plaintiff and defendant. Hdw. on pr. fm. 400 p. 12 x 18 x 3. Co. clk.'s vlt., 1st fl.

Dockets

Court Dockets

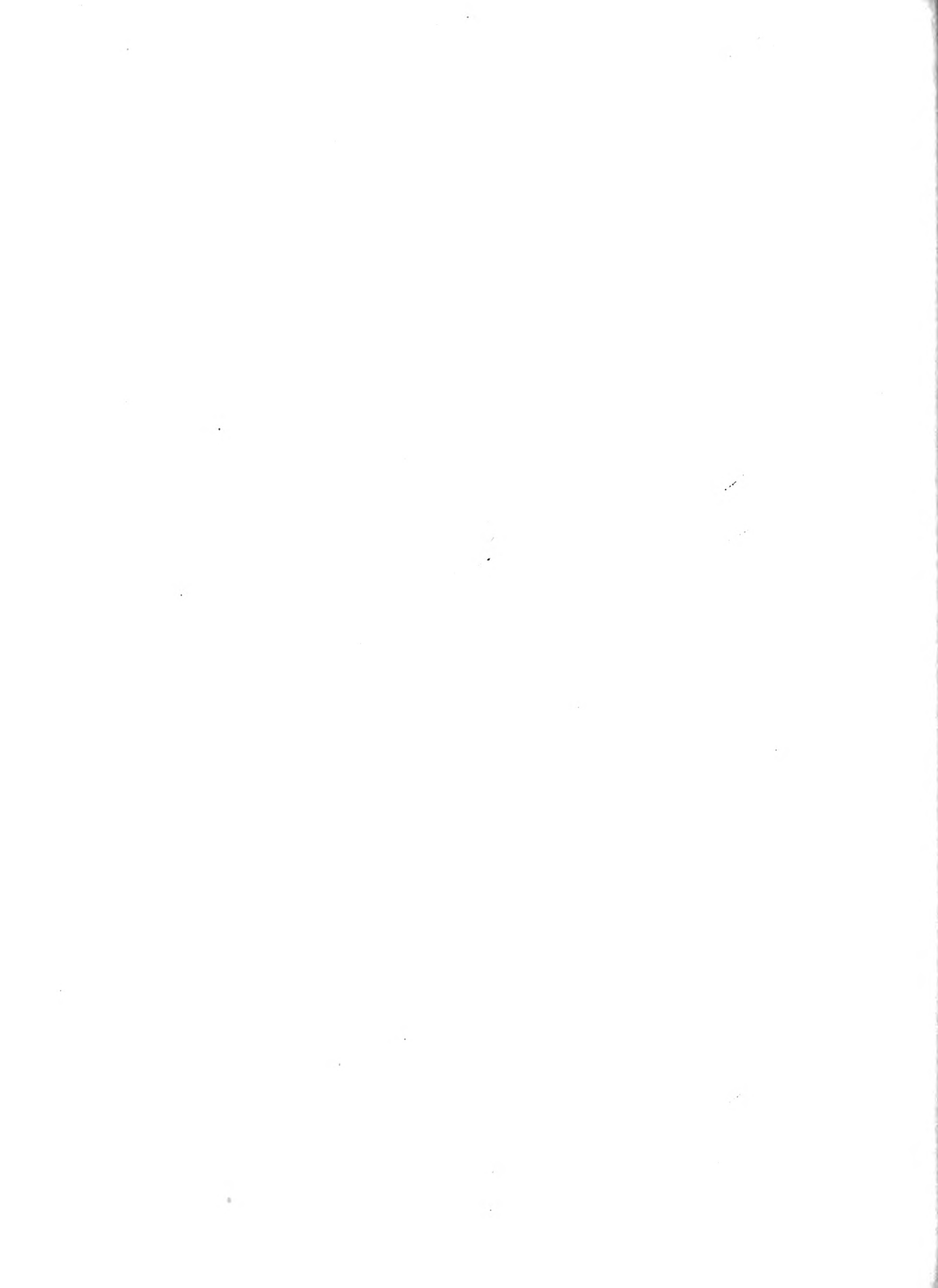
125. JUDGE'S DOCKET, 1872--. 4 v. (B, 3 not lettered).
Judge's docket showing names of plaintiff, defendant, attorneys, and judge, docket number, kind of action, orders of previous terms, and final orders of court. Also contains County Court Docket Insane Cases, 1872-93, entry 127; Docket of Proceedings, Feeble-mindedness, 1872-1915, entry 128; and Bar Docket, 1872-84, 1891--, entry 126. Arr. chron. No index. Hdw. under pr. hdgs. 500 p. 18 x 13 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

126. BAR DOCKET, 1885-90. 1 v. 1872-84, 1891-- in Judge's Docket, entry 125.
Bar docket showing names of plaintiff, defendant, and attorneys, type of case, docket entries, and court orders. Arr. chron. No index. Hdw. under pr. hdgs. 400 p. 14 x 9 $\frac{1}{2}$ x 1. Common vlt., bsmt.

127. COUNTY COURT DOCKET INSANE CASES, 1894--. 2 v. (A, B).
1872-93 in Judge's Docket, entry 125.
Docket of insane cases, showing names of patient, petitioner, physicians on commission, witnesses, county judge, and clerk, date of hearing, judgment, and orders of court for commitment, and name and address of hospital. Arr. chron. Indexed alph. by name of patient. Hdw. on pr. fm. 582 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

128. DOCKET OF PROCEEDINGS, FEEBLE-MINDEDNESS, 1916--. 1 v. (1).
Last entry 1931. 1872-1915 in Judge's Docket, entry 125.
Docket of feeble-minded cases, showing name of person alleged to be feeble-minded, history of case, term number, date of orders, and orders of court. Arr. chron. Indexed alph. by name of patient. Hdw. on pr. fm. 296 p. 18 x 13 x 2. Co. clk.'s vlt., 1st fl.

129. JUDGMENT AND EXECUTION DOCKET, 1874--. 3 v. (1-3).
Docket of judgments and executions, showing names of parties, nature of judgment, against whom entered, amount of debt, damages, and cost, dates execution issued and delivered to sheriff, and sheriff's return. Also contains Judgment Docket, entry 130. Arr. alph. by name of person against whom judgment or decree was entered. Indexed alph. by name of plaintiff; for sep. index, 1874-89, see entry 121. Hdw. under pr. hdgs. 400 p. 18 x 13 x 2. Co. clk.'s vlt., 1st fl.



130. JUDGMENT DOCKET, 1839-73. 2 v. 1874-- in Judgment and Execution Docket, entry 129.

Docket of judgments entered, showing names of parties, nature of judgment, against whom entered, amount of debt, damage, and costs. Arr. alph. by name of person against whom judgment or decree was entered. 1839-71, no index; for sep. index, 1872-73, see entry 121. 1839-59, hdw.; 1860-73, hdw. under pr. hdgs. 400 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.

Justices' Dockets

131. JUSTICE PEACE DOCKET, 1853--. 24 v.

Docket of cases in justice of peace courts, showing names of plaintiff, defendant, justice of peace, and constable, type of action, date and amount of judgment, amount of fees, and record of proceedings. Arr. chron. Indexed alph. by names of plaintiff and defendant. Hdw. on pr. fm. 136 p., 290 p.; 14 x 9 x $\frac{1}{2}$, 18 x 12 x 2. 3 v., 1853-1917, common vlt., bsmt.; 21 v., 1918--, co. clk.'s vlt., 1st fl.

Fee Books

132. FEE BOOK CIVIL AND CRIMINAL, 1901--. 1 v. (B).

Register of fees received in common law and criminal cases, showing names of plaintiff, defendant, and witnesses, cause of action, amount of judgment, in whose favor, costs, fees, and date. This fee book is a combination of two fee books formerly kept separately, Fee Book Civil, entry 133 and Fee Book Criminal, entry 134. Also contains Fee Book of Insane Cases, 1901-5, entry 136. Arr. chron. Indexed alph. by names of plaintiff and defendant. Hdw. under pr. hdgs. 480 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.

133. FEE BOOK CIVIL, 1872-1900. 1 v. 1901-- in Fee Book Civil and Criminal, entry 132.

Register of fees received in civil cases, showing names of plaintiff, defendant, attorneys, and witnesses, date, and amounts of costs and fees. Arr. chron. Indexed alph. by names of plaintiff and defendant. Hdw. under pr. hdgs. 414 p. 18 x 12 x $2\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

134. FEE BOOK CRIMINAL, 1872-1900. 1 v. 1901-- in Fee Book Civil and Criminal, entry 132; 1935-- also in Criminal Fee Book, entry 135.

Register of fees received in criminal cases, showing names of plaintiff, defendant, attorneys, and witnesses, date, and amounts of costs and fees. Arr. chron. Indexed alph. by name of defendant. Hdw. under pr. hdgs. 414 p. 18 x 12 x $2\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

135. CRIMINAL FEE BOOK (Supplementary), 1935--. 1 v. (C).

Register of fees received in criminal cases, showing names of defendant, clerk, sheriff, attorney, and witnesses, amount of costs and fees, date, and payee's signature for receipt in full. Supplements Fee Book Criminal, entry 134. Arr. chron. Indexed alph. by name of defendant. Hdw. under pr. hdgs. 592 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.



County Court - Pensions;
Probation; Naturalization

(136-140)

136. FEE BOOK OF INSANE CASES, 1906--. 1 v. (C).

1901-5 in Fee Book Civil and Criminal, entry 132.

Register of fees received in insane cases, showing names of plaintiff, defendant, doctors, and witnesses, amount of fees, costs, total amounts, and signature of payee. Arr. chron. Indexed alph. by name of defendant. Hdw. under pr. hdgs. 440 p. 18 x 13 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Pensions

(See also entries 13-15.)

137. MOTHERS' PENSION RECORD, 1915--. 2 v. (1, 2).

Mothers' pension record showing names of mother and children under 16 years of age, dates of decrees of court and payment, amount payable, order number, and remarks. Arr. chron. Indexed alph. by name of mother. Hdw. under pr. hdgs. 272 p. 16 x 11 $\frac{1}{2}$ x 2. Co. clk.'s vlt., 1st fl.

138. BLIND AND MOTHERS' PENSION (Applications), 1915--. 2 f.b.

Applications for mothers' pension, entry of appearance in matter of petition, report of probation officer and decree of court, showing names of applicants, county judge, clerk, and probation officer, proceedings, dates of issue, service and filing, and reason for pension. Also contains Blind Pension Applications, 1921--, entry 14. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Probation

139. PROBATION OFFICERS' RECORD, 1922--. 1 v. (1).

1911-14 in County Court Record Criminal, entry 123;

1915-21 in County Court Record, entry 120.

Record of probation cases, showing names of prisoner and court, term date, number of case, date of admission to probation, term of probation, residence at date of last report, and date of discharge. Arr. chron. Indexed alph. by name of prisoner. Hdw. on pr. fm. 136 p. 18 x 12 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Naturalization

(For other naturalization records, see entry 220.)

140. NATURALIZATION RECORD, 1864-1906. 1 v. Last entry 1903.

Discontinued as county record; subsequent records kept

in United States District Court, Springfield, Illinois.

Record of naturalization proceedings, showing declaration of intention, oaths, petitions, and final certificates of minors, adults, and soldiers and sailors, with names of alien, clerk, judge, sheriff, state's attorney, and witnesses, date, and nature of each action, and personal and statistical particulars of alien. Arr. by petition no. Indexed alph. by name of alien. Hdw. on pr. fm. 598 p. 18 x 13 x 3 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Office Transactions

141. ATTORNEYS' RECEIPTS FOR PAPERS, 1915--. 4 v. (1-3, 1). Receipts for papers taken out of office, showing document number, title of cause, dates taken out and returned, and signature of person taking papers. Arr. chron. No index. Hdw. under pr. hdgs. 230 p. 16 $\frac{1}{2}$ x 11 $\frac{1}{2}$ x 2. V. 1-3, 1915-29, common vlt., bsmt.; v. 1, 1930--, co. clk.'s vlt., 1st fl.

V. PROBATE COURT

In Scott County, as in each of the counties in Illinois, the probate court has original jurisdiction in all matters of probate; also the settlement of estates of deceased persons, the appointment of guardians and conservators and settlement of their accounts; matters relating to apprentices; proceedings by executors and administrators for sale of real estate; proceedings for the collection of taxes and assessments.¹

A probate justice of the peace first administered the probate court in Scott County. The said justice was elected for a quadrennial term.² Ten years after the organization of Scott the jurisdiction of the court was transferred to the newly created county court which was established in 1849.³ Legislation subsequent to this date has required the county court to hold special terms for such matters. The county court of Scott County has retained probate jurisdiction from 1849 to the present day.

The early probate justice, 1839-1849, was required to perform the ministerial function of the probate clerk. With the creation of the county court in Scott County in 1849, and continuing until the present, the county clerk has served as ex-officio clerk of the probate court.

The major records of the probate court are:

1. Journal of all judicial proceedings and determinations of the judge.
2. A judgment docket with direct and indirect indexes, former by name of claimant against estate, latter by estate. In practice, the requirements of two indexes often leads to two dockets.
3. Books for recordation of bonds and letters of ad-

1. Constitution of 1870, Art. VI, sec. 20; R.S.1874, p. 339,340; L.1877, p. 80.

2. R.L.1837, p. 429.

3. Constitution of 1848, Art. V, sec. 16,18; L.1849, p. 64,65; R.S.1874, p. 339,340.



- ministrators, executors, and guardians; appraisement and sale bills; widows' relinquishment and selection of property; wills and the probate thereof; annual and final reports of administrators, executors, and guardians. Generally each category of these probate business matters is recorded separately, but the segregation is not always carefully maintained.
4. Separate dockets of unsettled estates and claims against estates, and a ledger of the accounts of executors, administrators, and guardians. Note that the dockets of probate business matters are separated from dockets of court proceedings, just as are the books of recordation of the two categories; the intention of the law to make this distinction is further shown in its granting the clerk, during vacation of the court, power to receive petitions, accept bonds, grant letters testamentary, etc.
 5. Files of original documents not subject to recordation; indexes of such; records of office transactions in pursuance of the court's orders to the clerk necessary in the latter's settlement with that body.¹

Proceedings of Court

142. PROBATE PAPERS (Closed), 1839--. 175 f.b. (1-231, not consecutive).

Probate papers, including bonds, letters, petitions, and current and final reports of administrators, conservators, executors, and guardians, appointments and reports of insanity commission, warrants for commitment of insane, petitions for probate of wills, certificates of mailing, witness affidavits, tax receipts, and widows' awards and selections. Arr. chron. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

For records of other probate documents, see entry 194.

143. INDEX TO PROBATE PAPERS, 1839--. 2 v. (A, 1839-1914; B, 1839--).

Index to probate files, showing names of plaintiff, defendant, and estate, dates of letters, and discharges, and file box number. Volume A is now transcribed in volume B. Also contains (Index to County Court Papers), entry 117. Arr. alph. by names of plaintiff, defendant, and estate. Typed under pr. hdgs. 500 p. 18 x 12 x 3. V. A, common vlt., bsmt.; v. B, co. clk.'s vlt., 1st fl.

1. L.1821, p. 119; R.L.1829, p. 215,231; R.L.1837, p. 429; R.S.1845, p. 427,428; L.1851, p. 193; L.1859, p. 92-94; R.S.1874, p. 260-65; L.1877, p. 63; L.1933, p. 293.



144. PROBATE ENTRY BOOK, 1852--. 30 v. (A-Z, 1-4).
Entry book showing court term, dates of filing petitions for letters of administration by executor or administrator, guardian and conservator, names of estate and petitioner, court's approval of inventory and appraise-ment bills, petitions to sell real and personal property, reports of sale, and final reports, and orders of the court. Also contains Record of Volun-tary Insolvency, 1852-1911, entry 147, and Guardians' Record, 1923--, entry 158. Arr. chron. Indexed alph. by name of estate. 1852-64, hdw.; 1865-1915, hdw. under pr. hdgs.; 1916--, typed under pr. hdgs. 600 p. 18 $\frac{1}{2}$ x 13 x 3. Co. clk.'s vlt., 1st fl.

145. PROBATE JUDGMENT CLAIM ENTRY BOOK, 1914-31. 1 v. 1932-- in Probate Claim and Judgment Docket, entry 170.
Entry book of claims against estates, showing names of claimant, estate, administrator or executor, date, amount of claim, and court order. Serves as Record of Judgments Against Estates, and Probate Judgment Docket, 1921-23, entries 146, 172; also serves as the Probate Claim Docket, 1914-23, entry 171. Arr. chron. Indexed alph. by name of estate. Typed under pr. hdgs. 600 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.

146. RECORD OF JUDGMENTS AGAINST ESTATES, 1901-20. 2 v. (A, B).
1921-23 in Probate Judgment Claim Entry Book, entry 145;
1924-- in Probate Claim and Judgment Docket, entry 170.
Record of judgments against estates, showing names of claimant, estate, judge, sheriff, clerk, administrator or executor, date, amount of claim, and judgment and court orders. Also serves as the Probate Judgment Docket, 1908-20, entry 172. Arr. alph. by name of estate against which judgment is entered. Indexed alph. by name of estate. Hdw. on pr. fm. 500 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.

147. RECORD OF VOLUNTARY INSOLVENCY, 1912--. 1 v. (1). 1852-1911 in Probate Entry Book, entry 144.
Record of insolvent estates, showing names of assignor, creditors, judge, and clerk, inventory of real and personal property, total value of estate, total amount of indebtedness, date, and oath of assignor. Arr. alph. by name of assignor. Hdw. 300 p. 18 x 12 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

Probate Business

Wills, Bonds, Letters (See
also entry 194.

148. WILL RECORD, 1839--. 5 v. (A, E, I-K).
Record of wills filed for probate, showing proof of death, dates, peti-tion to probate will, and orders of the court. Arr. chron. Indexed alph. by name of deceased. 1839-64, hdw.; 1865--, hdw. on pr. fm. 486 p. 18 $\frac{1}{2}$ x 13 x 3. Co. clk.'s vlt., 1st fl.



149. WILL AND EXECUTORS RECORD, 1867--. 5 v. (C, F-H, J).
Will record showing petitions for probate of will, court orders for hearing and admitting of will to probate, appointment and bond of executor, and names of deceased, petitioner, judge, clerk and heirs. Also contains Executors Record, 1867-78, 1899-1931, entry 150. Arr. chron. Indexed alph. by name of estate. 1867-1915, hdw. and hdw. on pr. fm., interspersed; 1916--, hdw. on pr. fm. 580 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

150. EXECUTORS RECORD, 1879-98, 1932--. 2 v. (D, H). 1867-78, 1899-1931 in Will and Executors Record, entry 149.
Record of estates administered by executors showing petitions for appointment, bond, oaths and letters of executor, hearing, and court orders of appointment, names of petitioner, estate, judge, clerk, principal, and sureties, amount of bond, and date of filing. Arr. chron. Indexed alph. by name of estate. Hdw. on pr. fm. 600 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.

151. ADMINISTRATOR AND EXECUTORS PAPERS (Current), 1930--. 26 f.b. (A-Z).
Administrators' and executors' original papers in active cases, including petitions for probate of wills or letters of administration, court orders admitting wills to probate and proofs of heirship, administrators' or executors' bonds, certificates of oath, letters of administrators, letters testamentary, appointments of appraisers, appraisement bills, widows' awards, inheritance tax proceedings, affidavits of notices for dates of adjustments, certificates of publication, orders to sell real and personal property, and current and final reports. Arr. chron. No index. 10 $\frac{1}{2}$ x 4 $\frac{1}{2}$ x 14. Co. clk.'s vlt., 1st fl.

152. ADMINISTRATORS RECORD, 1839--. 8 v. (A-C, C-G).
Record of estates in charge of administrators, showing petitions, bonds, oaths, and letters of administration, with names of judge, deceased, administrator, bondsmen, and clerk, description of real and personal property, amount of bond, and date of filing. Arr. chron. Indexed alph. by name of estate. 1839-66, hdw.; 1867--, hdw. on pr. fm. 640 p. 18 x 13 $\frac{1}{2}$ x 3. Co. clk.'s vlt., 1st fl.

153. RECORD DE BONIS NON, PETITION, BOND AND LETTERS, 1906--.
1 v. (1). 1873-1905 in Probate Bonds and Letters Miscellaneous, entry 154.
Record of petitions, bonds, oaths and letters for administrator de bonis non, showing names of deceased, administrator, bondsmen, judge, clerk, and notary, dates of issue, oath, and filing, and amount, condition, and obligation of bond. Arr. chron. Indexed alph. by name of estate. Hdw. on pr. fm. 320 p. 18 x 13 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.



154. PROBATE BONDS AND LETTERS MISCELLANEOUS, 1873--. 2 v. (A, B).
Title varies: Miscellaneous Record.
Miscellaneous record of probate bonds of administrator de bonis non, and with will annexed, showing date, names of estate, administrator, bondsmen, and clerk, condition of obligation, amount of bond, and date of recording. Also contains Record De Bonis Non, Petition, Bond and Letters, 1873-1905, entry 153, and Administrators Record with Will Annexed, 1873-1906, entry 155. Arr. chron. Indexed alph. by name of principal. Hdw. on pr. fm. 250 p. 18 x 12 $\frac{1}{2}$ x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
155. ADMINISTRATORS RECORD WITH WILL ANNEXED, 1907--. 2 v.
(1 not lettered, A). 1873-1906 in Probate Bonds and Letters
Miscellaneous, entry 154.
Record of administrators with will annexed, showing names of deceased, administrator, and sureties of bond, dates of petition, oath, letters, and filing, and amount and terms of bond. Arr. chron. Indexed alph. by name of deceased. Hdw. on pr. fm. 462 p. 18 x 13 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
156. RECORD BOOK (Bond Register), 1853-66. 1 v. Discontinued.
Register of administrators' and executors' bonds, showing names of estate, administrator or executor, clerk, bondsmen, dates of bond, recording, amount, and condition of obligation. Arr. chron. Indexed alph. by names of administrator and executor. Hdw. 350 p. 16 x 12 x 2 $\frac{1}{2}$. Common vlt., bsmt.
157. GUARDIAN AND CONSERVATOR FILES (Active), 1930--. 26 f.b. (A-Z).
Guardians' and conservators' original papers in active cases, including petitions, appointments, letters, bonds, inventories, appraisals, and valuations of estates, and courts' orders for disposition. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.
158. GUARDIANS' RECORD, 1839-1922. 5 v. (1, A, C-E). 1923-- in
Probate Entry Book, entry 144.
Record of estates administered by guardians, showing dates of appointment, petitions for and letters of guardianship, oath, and bond, names of deceased, guardian, minors, judge, clerk, and bondsmen, amount of bond, and minors' ages. Also contains Conservators Record, 1839-1919, entry 160, and Guardian and Conservators' Record (Register of Fees), 1839-1910, entry 176. Arr. chron. Indexed alph. by name of estate. 1839-67, hdw.; 1868-1922, hdw. on pr. fm. 570 p. 18 x 12 x 3 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
159. INSANE AND CONSERVATORS' RECORD, 1878--. 2 v. (A, B).
Record of petitions for appointment of conservator, showing conservators' bonds and letters, orders of appointment, with names of patient, petitioner, judge, clerk, and bondsmen, dates of actions, petitions, orders and amount of bond, and actions taken. Arr. chron. Indexed alph. by name of patient. Hdw. on pr. fm. 584 p. 12 x 18 x 3. Co. clk.'s off., 1st fl.



160. CONSERVATORS RECORD, 1920--. 1 v. (1). 1839-1919
in Guardians Record, entry 158.

Record of estates in charge of conservators, showing petition, bond, oath, letters of conservatorship, dates of filing, names of ward, judge, clerk, state's attorney, sheriff, petitioner, principal, sureties, and conservator, and amount of bond. Arr. chron. Indexed alph. by name of ward. Hdw. on pr. fm. 590 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

161. TESTAMENTARY TRUSTEE RECORD, 1909--. 1 v. (A).

Record of trustees appointed by will, showing petitions, bonds, and authorization of court, with name of parties and filing date. Arr. chron. Indexed alph. by name of estate. Hdw. on pr. fm. 600 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

Inventories and Appraisements

162. INVENTORY RECORD, 1866--. 5 v. (A-E).

Inventories of estates, showing names of deceased, administrator, and debtors, dates of inventory, notes, filing, approval, and recording, legal description and value of real estate, value of personal property, money on hand at time of death, description of notes and accounts receivable, and total. Also contains Guardians' Inventory Record, 1866-1904, entry 163, and Conservators' Inventory Record, 1866-1904, entry 164. Arr. chron. Indexed alph. by name of estate. Hdw. on pr. fm. 500 p. 18 x 13 x 2 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

163. GUARDIANS' INVENTORY RECORD, 1905--. 1 v. (1).
1866-1904 in Inventory Record, entry 162.

Guardians' inventory record showing names of estate, heirs, and guardian, legal description of property, value, and probable rental, annuities, credits, and names of debtors, and date, interest, and total amount due. Arr. chron. Indexed alph. by name of deceased. Hdw. on pr. fm. 500 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.

164. CONSERVATORS' INVENTORY RECORD, 1905--. 1 v. (1).
1866-1904 in Inventory Record, entry 162.

Conservators' inventory record showing names of ward, conservator, and clerk, description and values of real estate, chattels, annuities, and credits, and date of filing. Arr. chron. Indexed alph. by name of ward. Hdw. under pr. hdgs. 540 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

165. APPRAISEMENT RECORD, 1866--. 6 v. (A-F).

Record of appraisements of estates, showing names of deceased, and estate, appraiser's warrant, oath, and estimate, list of articles, and their value. Arr. chron. Indexed alph. by name of estate. Hdw. on pr. fm. 450 p. 18 x 12 x 2 $\frac{1}{2}$. V. A-C, 1866-1911, common vlt., bsmt.; D-F, 1912--, co. clk.'s vlt., 1st fl.

Widows' Relinquishment and
Selection (See also entry 194.)

166. WIDOWS' SELECTION RECORD, 1903--. 2 v. (1, B).
Record of widows' selections, showing names of deceased, widow, and clerk, articles selected by widow, value of each, total appraised value, and dates of signing and filing. Arr. chron. Indexed alph. by name of estate. Hdw. on pr. fm. 350 p. 12 x 18 x 2. Co. clk.'s vlt., 1st fl.

Petitions, Decrees, Reports of
Sale (See also entry 194.)

167. SALE RECORD, 1866--. 5 v. (A-E).
Record of sale of personal property at public or private sale, showing names of deceased, petitioner, administrator or executor, judge, clerk, and purchaser, dates of petition and sale, articles sold, amount of each sale, and total amount. Arr. chron. Indexed alph. by name of estate. Hdw. on pr. fm. 580 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

Inheritance Tax (See also
entries 174, 246.)

168. INHERITANCE TAX FILES, 1913--. 2 f.b.
Transcripts of inheritance tax appraisalment, returns and acknowledgments of return, entries of appearance, orders assessing tax and orders of county judge, showing names of estate, administrator or executor, judge, and clerk, dates of approval and filing, and record book and page. Arr. chron. No index. Hdw. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

Dockets

169. PROBATE DOCKET, 1871--. 12 v. (B-G, H-K, K, L). Title varies: Probate Judges' Docket; Judge's Docket.
Judges' docket of probate cases, showing names of estate and applicant, date and nature of application, and order of the court. Arr. chron. 1871-1924, no index; 1925--, indexed alph. by name of estate. Hdw. under pr. hdgs. 550 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.

170. PROBATE CLAIM AND JUDGMENT DOCKET, 1924--. 1 v. (1).
Probate claim docket showing names of claimants, date of filing, nature and amount of claim, memorandum of summons and notice, and judgment of court. Exists as the Probate Claim Docket only for 1924, entry 171. This is also a combination of three records formerly kept separately: Record of Judgments Against Estates, and Probate Judgment Docket, 1924--, entries 146, 172; and Probate Judgment Claim Entry Book, 1932--, entry 145. Arr. alph. by name of estate against which judgment is entered. Indexed alph. by name of estate. Hdw. under pr. hdgs. 304 p. 18 x 13 x $1\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

171. PROBATE CLAIM DOCKET, 1925--. 1 v. (1). 1914-23 in Probate Judgment Claim Entry Book, entry 145; 1924 in Probate Claim and Judgment Docket, entry 170.
Claims against estates showing name of claimant, dates of filing and judgment, nature and amount of claim, memorandum of summons and notice, and judgment of court. Arr. chron. Indexed alph. by name of estate. Hdw. under pr. hdgs., and hdw. on pr. fm., interspersed. 304 p. 18 x 12 x $1\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
 172. PROBATE JUDGMENT DOCKET, 1859-1907. 4 v. (A-D).
1908-20 in Record of Judgments Against Estates, entry 146;
1921-23 in Probate Judgment Claim Entry Book, entry 145;
1924-- in Probate Claim and Judgment Docket, entry 170.
Probate judgment docket showing names of claimant and estate, dates of filing, summons, and entry, claim number, nature, amount, memorandum as to summons notices, and judgment of court. Arr. alph. by name of estate against which judgment is entered. 1859-80, 1893-1907, indexed alph. by name of estate; for sep. index, 1881-92, see entry 173. Hdw. under pr. hdgs. 300 p. 18 x 12 x 2. Co. clk.'s vlt., 1st fl.
 173. INDEX TO JUDGMENT DOCKET, 1881-92. 1 v.
Index to probate judgment docket, showing name of estate, and page of entry. Arr. alph. by name of estate. Hdw. under pr. hdgs. 300 p. 18 x 13 x 2. Co. clk.'s vlt., 1st fl.
 174. INHERITANCE TAX DOCKET, 1913--. 1 v.
Docket and record of inheritance taxes collected, showing names of deceased, appraiser, attorneys, and beneficiaries, description and value of property, date of decedent's death, evidence as heard by court, appraiser's report and approval thereof, fees of county clerk and witnesses, and disbursements, exemptions, and total tax. Arr. chron. Indexed alph. by name of estate. Hdw. under pr. hdgs. 448 p. 18 x 12 x $2\frac{1}{2}$. Co. clk.'s vlt., 1st fl.
- Fee Books
175. PROBATE FEE BOOK, 1839--. 9 v. (2 not lettered, A-G).
Fee book showing date of court term, name of estate, itemized statement of clerk's costs, witnesses and other fees, date received, and total amount. Arr. chron. Indexed alph. by name of estate. Hdw. on pr. fm. 600 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.
 176. GUARDIAN AND CONSERVATORS' RECORD (Register of Fees), 1911--. 1 v. (G). 1839-1910 in Guardians' Record, entry 158.
Register of clerk's costs for granting, filing, recording, or entering letters, orders, inventories, reports, and discharges, showing date, names of guardian, conservator, minor and ward, items of fees, dates, and amount of receipts. Arr. chron. Indexed alph. by names of guardian and conservator. Hdw. on pr. fm. 584 p. 18 x 13 x 3. Co. clk.'s vlt., 1st fl.

VI. CIRCUIT COURT

The circuit court has original jurisdiction of all causes of law and equity, and has appellate jurisdiction in probate matters and causes cognizable by the county court and justices of the peace.¹ In addition, it is one of the courts capable, according to Federal Statutes, of having naturalization jurisdiction.²

In Scott County, the judges serving the circuit were originally appointed by the General Assembly.³ This provision was effective for a brief period of six years, for beginning in 1845, the justices of the supreme court held the circuit courts until 1849.⁴ The second Constitution, 1848, greatly changed this judicial arrangement. It divided the state into nine judicial districts, in each of which a circuit judge was elected by the voters thereof.⁵ The Constitution of 1870 altered the circuit districts and established population requirements for counties that may comprise a circuit.⁶

Thus, in Scott County the circuit courts were held by an appointee of the General Assembly from the establishment of the county in 1839 until 1845; then from 1845 through 1848 the circuit courts were held by justices of the supreme court; and finally, from 1849 to the present the circuit judge has been an elected officer of the seventh judicial district electorate of six counties, of which Scott County is one.

The clerk of the circuit court was first appointed by the circuit court in Scott County.⁷ He was required to keep and preserve a complete record of all proceedings and determinations of the court of which he was clerk.⁸

The Constitution of 1848 made the clerk of the circuit court an elective officer of the county electorate with a four-year term.⁹

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1. Constitution of 1870, Art. VI, sec. 12.
 2. U.S.S.1802, p. 153; U.S.R.S.1874, p. 378; U.S.S.1906, p. 596; U.S.S.1913, p. 737; U.S.S.1926, p. 709.
 3. L.1835, p. 150; L.1841, p. 155. See also Constitution of 1818, Art. IV. sec. 4.
 4. R.S.1845, p. 143.
 5. Constitution of 1848, Art. V, sec. 7.
 6. Constitution of 1870, Art. VI, sec. 13.
 7. R.L.1829; R.L.1833, p. 152; R.S.1845, p. 146,147.
 8. Ibid.
 9. Constitution of 1848, Art. V, sec. 29; Constitution of 1870, Art. X, sec. 8.



Among the records kept by the clerk are the following:

1. Books of record of the proceedings and judgments of the court, with alphabetical indexes by parties. Proceedings are recorded at length only in cases designated by law, or when the court, at the motion and assumption of expense by one of the parties, so orders. In practice, the court record has been broken down from an early date into segregated types of proceedings and judgments.
2. "Plaintiff-Defendant Index to Court Records" and "Defendant-Plaintiff Index to Court Records." Intended to be separate records but frequently combined in a single volume with the two indexes segregated in each volume.
3. A general docket, in which all suits are entered in the order they are commenced.
4. A judgment and execution docket, containing a column for the entry of satisfaction or other disposition. In practice an execution docket is frequently set up independently.
5. Additional dockets, designated as the clerk's, judge's and bar docket. In practice the bar docket has tended to drop out of use.¹
6. A fee book, in which costs and fees are to be entered under the proper title of the case. In practice separate series of volumes are maintained under such titles of causes.
7. Transcripts of proceedings in appeals from justices' courts and foreign courts, dockets thereof, and transcripts of judgment for liens, etc., from the former.
8. Naturalization proceedings, from petitions to final certificates. Federal Statutes allow circuit court to exercise jurisdiction.²
9. Reports to the court from its designated masters in chancery, the state's attorney, and the coroner's inquest juries.
10. Jury venires, summonses, certificates, etc.
11. Original documents used in court hearings and determinations. These documents are of particular importance because in a large number of cases the complete proceedings are not spread on court record.

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1. The Civil Practice Act of 1933 grants authority to the circuit courts, subject to rules promulgated by the supreme court and not inconsistent with statutory requirements, to make such rules as they may deem expedient, regulating dockets and calendars of said court. L.1933, p. 785, sec. 2.
 2. R.S.1845, p. 57,323-26,414,418,419,518; L.1865, p. 79,80; L.1871-72, p. 325; R.S.1874, p. 262,263,285-87,339; L.1877, p. 77; L.1895, p. 206,210,211,217; L.1933, p. 378-80; U.S.S.1802, p. 153-55; U.S.R.S.1874, p. 378-80; U.S.S.1906, p. 597-607; U.S.S.1926, p. 709, 710; U.S.S.1929, p. 154,155.



Proceedings of Court

177. PLAINTIFF-DEFENDANT INDEX TO COURT FILES, 1839--. 2 v.
(1, plaintiff; 1, defendant).

Index to common law, criminal, and chancery court files, showing case and file box numbers, names of parties, term and year. Also contains Plaintiff's-Defendant's Index to Court Records, 1901--, entry 187. Arr. alph. by names of plaintiff and defendant. Hdw. under pr. hdgs. 600 p. 18 x 12 x $3\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

178. INDEX TO COURT PAPERS COMMON LAW, 1839-91. 1 v. Discontinued. Index to common law court papers, showing names of plaintiff, and defendant, case and file box numbers, and date. Transcribed in Plaintiff-Defendant Index to Court Files, entry 177. Arr. alph. by name of plaintiff. Hdw. under pr. hdgs. 400 p. 16 x 11 x 2. Cir. clk.'s vlt., 1st fl.

179. INDEX TO COURT PAPERS CHANCERY, 1839-91. 1 v. Discontinued. Index to chancery court papers, showing names of plaintiff and defendant, case and file box numbers, and date. Transcribed in Plaintiff-Defendant Index to Court Files, entry 177. Arr. alph. by name of plaintiff. Hdw. under pr. hdgs. 400 p. 16 x 11 x 2. Cir. clk.'s vlt., 1st fl.

180. INDEX TO COURT PAPERS (Criminal-Law), 1858-93. 1 v. Discontinued. Index to court papers, showing file box and case numbers, names of plaintiff and defendant, term, and date. Transcribed in Plaintiff-Defendant Index to Court Files, entry 177. Arr. alph. by names of plaintiff and defendant. Hdw. under pr. hdgs. 450 p. 16 x 12 x $2\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

181. (CIRCUIT COURT FILES), 1839--. 195 f.b. (1-195). Circuit clerk's files of common law, criminal, and chancery cases, showing type of document, dates, names of plaintiff, defendant, and attorneys, and nature and disposition of case. Also contains Certificates of Levy, Liens on Chattels, 1839-1923, entry 105; Affidavits for Liens on Gets, 1839-1932, entry 110; Mechanic's Liens - Claims, 1860-71, entry 184; and State's Attorney's Reports, 1889-1914, entry 212. Arr. by case no. For index, see entry 177; for other discontinued common law, criminal, and chancery indexes, see entries 178-180. 10 x 5 x 14. Cir. clk.'s vlt., 1st fl.

182. CERTIFICATES OF DEPUTYSHIP, 1848--. 1 f.b. Certificates of appointments and oaths of deputies, showing names of appointee and circuit clerk, date and by whom appointed, and date of expiration. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.

183. APPOINTMENTS OF MASTER IN CHANCERY, 1861--. 1 f.b. Orders of appointments, showing names of appointee, bondsmen, and circuit judge, amount of bond, and dates of appointment, filing, and recording. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.



184. MECHANIC'S LIENS - CLAIMS, 1891--. 4 f.b. 1860-71 in (Circuit Court Files), entry 181; 1872-90 in Miscellaneous (Court Documents), entry 185.
Statements of claims for liens, showing names of claimant, affiant, and clerk, description of property, amount of claim, date, itemized statement, and total amount of items. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.
185. MISCELLANEOUS (Court Documents), 1872--. 3 f.b.
Oaths, reports of probation officer, restitutions, alias executions, penitentiary and reform school receipts, bail bonds, and affidavits of witnesses, showing names of principals, dates, and orders of court. Also contains Mechanic's Liens - Claims, 1872-90, entry 184. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.
186. CIRCUIT COURT RECORD, 1839--. 10 v. (A-H, J, K).
Circuit court record of common law and criminal cases, showing names of plaintiff, defendant, attorneys, sheriff, judge, and clerk, cause of action, date, proceedings, and order of the court. Also contains Confession Records, 1890-99, entry 190, and Default Record, 1873-86, 1890--, entry 192. Arr. chron. For indexes, 1839-1900, see entry 187; 1901--, see entry 177. 1839-73, hdw.; 1874-1912, hdw. under pr. hdgs.; 1913--, typed under pr. hdgs. 556 p. 18½ x 12 x 3. Cir. clk.'s vlt., 1st fl.
187. PLAINTIFF'S-DEFENDANT'S INDEX TO COURT RECORDS, 1839-1900.
4 v. (1, 2, plaintiff; 1, 2, defendant). 1901-- in Plaintiff-Defendant Index to Court Files, entry 177.
Index to court records, showing names of parties, kind of action, terms commenced and disposed of, book and page of entry, date of judgment, and disposition. Arr. alph. by names of plaintiff and defendant. Hdw. under pr. hdgs. 300 p. 18 x 12 x 2. Cir. clk.'s vlt., 1st fl.
188. CHANCERY RECORD, 1839--. 20 v. (A-T).
Record of chancery cases, showing term and date of court, names of plaintiff and defendant, kind of action, amounts of debts, interest, costs, and fees, legal description of property, date of sale or redemption, bills for divorce, appointment of receivers, master's certificates of sale and redemption, and reports, and orders of court. Arr. chron. Indexed alph. by name of plaintiff; for sep. index, see entry 187. 1839-73, hdw.; 1874-1917, hdw. under pr. hdgs.; 1918--, typed under pr. hdgs. 600 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.
189. CRIMINAL RECORD, 1899-1914. 1 v. Discontinued.
Criminal case records showing court term and date, names of plaintiff, defendant, attorneys, and judge, nature of case, date entered, action taken, and order of court. Arr. chron. Indexed alph. by name of plaintiff. Hdw. under pr. hdgs. 550 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.
For other criminal records, see entry 186.

190. CONFESSION RECORD, 1900--. 2 v. (1, 2).

1887-89 in Default and Confession Record, entry 191;

1890-99 in Circuit Court Record, entry 186.

Record of judgments by confession, showing court term, and date, names of plaintiff, defendant, and attorneys, amount of judgment, and attorney's fees. Arr. chron. Indexed alph. by names of plaintiff and defendant. Hdw. on pr. fm. 300 p. 18 x 12 x 1 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

191. DEFAULT AND CONFESSION RECORD, 1887-89. 1 v. Discontinued.

Judgment and confession record showing court term, and date, names of plaintiff, defendant, judge, clerk, and sheriff, amount of judgment, kind of action, and order of court. For the period, 1887-89, this record combines the Confession Record, entry 190, and Default Record, entry 192.

Arr. chron. Indexed alph. by name of plaintiff. Hdw. on pr. fm. 550 p. 18 x 12 x 2 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

192. DEFAULT RECORD, 1870-72. 1 v. 1873-86, 1890-- in
Circuit Court Record, entry 186; 1887-89 in Default and
Confession Record, entry 191.

Default record showing term of court, date, names of plaintiff, defendant, judge, clerk, and sheriff, kind of action, amount of judgment, costs, and order of court. Arr. chron. Indexed alph. by name of plaintiff. Hdw. on pr. fm. 425 p. 18 x 12 x 2. Cir. clk.'s vlt., 1st fl.

193. DIVORCE RECORD, 1909--. 2 v. (1, 2).

Divorce record showing names of complainant, defendant, attorney, clerk, and judge, proceedings of case, date of record, and orders of court.

Arr. chron. Indexed alph. by names of complainant and defendant. 292 p. 18 x 12 x 2. Cir. clk.'s vlt., 1st fl.

194. MISCELLANEOUS RECORD, 1882--. 5 v. (A, B, 1882-1927;
1-3, 1918--).

Miscellaneous court records including complaints in foreclosure proceedings, decrees for foreclosure, grants and revocations of power of attorney, notices of Federal tax liens, notices of lis pendens, petitions, affidavits, wills, letters testamentary, waivers of dower rights, bills of sale, and notices of waiver of final settlements and final reports of administrators and executors. Also contains (Recorder's Miscellaneous Records), entry 116. Arr. chron. Indexed alph. by name of grantor or principal. Hdw. and typed. 600 p. 18 $\frac{1}{2}$ x 12 x 3. Cir. clk.'s vlt., 1st fl.

Transcripts

195. TRANSCRIPTS OF JUDGMENTS (Justices of the Peace), 1878--. 6 f.b.

Transcript of judgments in proceedings before justice of the peace court, showing names of justice of peace, plaintiff, defendant, and constable, dates of appearance, service, costs, fees, and orders of the court. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.

196. RECORD OF JUSTICE OF PEACE TRANSCRIPTS, 1865--.

6 v. (A-F).

Transcripts of justice of peace records, showing names of justice of the peace, plaintiff, defendant, constable, and circuit clerk, amounts of fees, costs, judgment, dates of summons, execution, and filing, and amount to satisfy. Arr. chron. Indexed alph. by name of plaintiff. 1865-88, hdw.; 1889--, hdw. on pr. fm. 350 p. 18 x 12 x 2. Cir. clk.'s vlt., 1st fl.

197. EXECUTION AND FEE BILLS (on Transcripts), 1878--. 6 f.b.

Execution and fee bills on transcripts from justice of the peace court proceedings, showing names of plaintiff, defendant, constable, and clerk, dates of judgment, issue, filing, and recording, amounts of judgment, costs, fees, and certificates by circuit clerk as to costs. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.

Dockets

198. CIRCUIT COURT DOCKET, 1839--. 8 v. (5 not lettered, A-C).

Title varies: General Docket.

General docket of cases in circuit court, showing names of plaintiff, defendant, attorneys, and party making appeal, cause of action, appeal, date, term number, and remarks. Also contains Masters' Docket, 1860-82, entry 206, and Lien and Satisfaction Docket, 1860-87, entry 207. Arr. chron. Indexed alph. by names of plaintiff and defendant. 1839-59, hdw.; 1860--, hdw. under pr. hdgs. 600 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.

199. TRANSFER CHANCERY JUDGE'S DOCKET, 1922--. 2 v.

1839-1921, in Judge's Docket, entry 201.

Judge's transfer docket of chancery cases, showing names of plaintiff, defendant, and attorneys, general number, and orders of court. Arr. chron. No index. Hdw. and typed under pr. hdgs. 700 p. 14 $\frac{1}{2}$ x 13 x 3. Cir. clk.'s vlt., 1st fl.

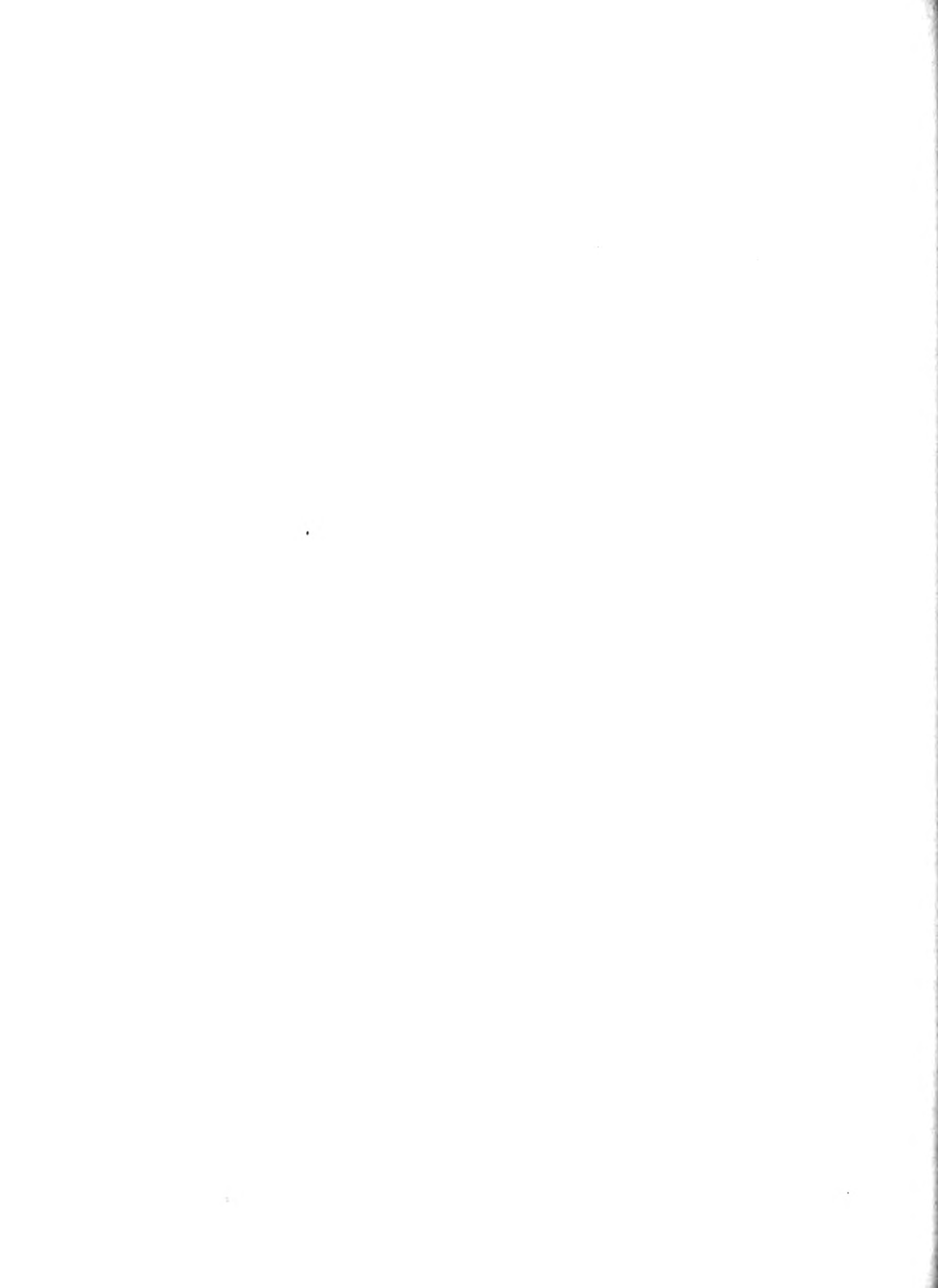
200. TRANSFER JUDGE'S DOCKET (Criminal and Common Law), 1922--.

2 v. (1, 1922--; 1 not numbered, 1925--). 1839-1921 in Judge's Docket, entry 201.

Judge's transfer docket of criminal and common law cases, showing names of plaintiff, defendant, and attorneys, action, dates action commenced and ended, general number, and orders of court. Arr. chron. No index. Hdw. and typed under pr. hdgs. 700 p. 14 $\frac{1}{2}$ x 12 $\frac{1}{2}$ x 3. Cir. clk.'s vlt., 1st fl.

201. JUDGE'S DOCKET, 1839-1921. 55 v. (1-5, C, D, 2 not labeled, F, G, 44 not labeled).

Judge's docket showing case number, names of attorneys, plaintiff, and defendant, kind of action, order of previous term, and orders of court. Subsequent to 1921, this docket splits off into a separate Transfer Judges Docket (Criminal and Common Law), entry 200, and Transfer Chancery Judges Docket, entry 199. Arr. chron. No index. 1839-70, hdw.; 1871-1921, hdw. under pr. hdgs. 350 p. 16 x 10 x 1 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.



202. CLERK'S DOCKET, 1850--. 52 v. (50 not numbered, 1850--; 1, 2, 1872-89).

Circuit clerk's dockets of criminal, common law, and chancery cases, showing names of plaintiff, defendant, and attorneys, action, term dates, general number, and orders of court. Arr. chron. No index. 1850-71, hdw.; 1872-1921, hdw. under pr. hdgs.; 1922--, hdw. and typed under pr. hdgs. 200 p., 600 p.; 18 x 12 x 1, 14½ x 13 x 3. Cir. clk.'s vlt., 1st fl.

203. JUDGMENT AND EXECUTION DOCKET, 1878--. 4 v. (D-G).

Judgment and execution docket showing names of plaintiff and defendant, case number, nature of judgment or decree, amounts of debts or damages and costs, dates of issue, return, sheriff's return, and satisfaction. This docket is a combination of two dockets formerly kept separately, Judgment Docket, entry 204, and Execution Docket, entry 205. Arr. alph. by name of party against whom judgment is entered. No index. Hdw., and hdw. under pr. hdgs. 600 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.

204. JUDGMENT DOCKET, 1839-77. 3 v. (A-C). 1878-- in Judgment and Execution Docket, entry 203.

Judgment docket showing names of plaintiff, defendant, and attorneys, date, number, type of action, amount of judgment, and costs; also showing record fee book and execution docket and page, and disposition. Arr. alph. by name of person against whom judgment is entered. No index. 1839-58, hdw.; 1859-77, hdw. under pr. hdgs. 500 p. 18 x 12 x 2½. V. A, 1839-58, common vlt., bsmt.; v. B, C, 1859-77, cir. clk.'s vlt., 1st fl.

205. EXECUTION DOCKET, 1839-77. 3 v. (A-C). 1878-- in Judgment and Execution Docket, entry 203.

Execution docket showing names of plaintiff, defendant, and sheriff, number and date of execution, return, amount of damages, costs, record book and page, and sheriff's return. Arr. chron. Indexed alph. by name of defendant. 1839-58, hdw.; 1859-77, hdw. under pr. hdgs. 600 p. 18 x 12 x 3. V. A, 1839-58, common vlt., bsmt.; v. B, C, 1859-77, cir. clk.'s vlt., 1st fl.

206. MASTER'S DOCKET, 1883--. 3 v. (1-3). 1860-82 in Circuit Court Docket, entry 198.

Master's docket showing names of plaintiff, defendant, and attorneys, nature of suit, dates of decree, sale, certificate of purchase, terms of sale, legal description of real estate, total amount of debt, interest, and costs. Arr. chron. Indexed alph. by names of plaintiff and defendant. Hdw. on pr. fm. 166 p. 18 x 12 x 1½. Cir. clk.'s vlt., 1st fl.

207. LIEN AND SATISFACTION DOCKET, 1888--. 1 v. 1860-87 in Circuit Court Docket, entry 198.

Docket of liens and satisfaction, showing docket number, name of person filing lien, legal description of property, amount of lien, dates of filing, and satisfaction of lien. Arr. chron. Indexed alph. by names of plaintiff and defendant. Hdw. on pr. fm. 300 p. 18 x 12 x 1½. Cir. clk.'s vlt., 1st fl.



Fee Books

208. FEE BOOK, 1839--. 19 v. (A, B, B-R). Last entry
Common Law Fees, 1932; last entry Chancery Fees, 1934.
Fee books of criminal, common law, and chancery cases, showing term of
court, docket number, and nature of case, names of parties, date,
amount, by whom paid, and purpose of fee. Subsequent to 1932, Fee Book
(Common Law) kept separately, entry 209; subsequent to 1934, Fee
Book (Chancery) also kept separately, entry 210. Arr. chron. No index.
1839-59, hdw.; 1860--., hdw. on pr. fm. 450 p. 18 x 12 x 3. Cir. clk.'s
vlt., 1st fl.
209. FEE BOOK (Common Law), 1933--. 1 v. (1). 1839-1932
in Fee Book, entry 208.
Fee book of common law cases, showing term of court, docket number, names
of parties, date, amount, by whom paid, and purpose of fee. Arr. chron.
No index. Hdw. on pr. fm. 450 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.
210. FEE BOOK (Chancery), 1935--. 1 v. (S). 1839-1934 in
Fee Book, entry 208.
Fee book of chancery cases, showing term of court, docket number, names
of parties, date, amount, by whom paid, and purpose of fee. Arr. chron.
No index. Hdw. on pr. fm. 450 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.

Reports to the Court

211. MASTER'S REPORTS, 1853--. 3 f.b. (14, 24, 27).
Master's reports showing names of judge, master in chancery, plaintiff,
and defendant, receipts, disbursements, dates, amounts, and certificates
of bank deposits. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt.,
1st fl.
212. STATE'S ATTORNEY'S REPORTS, 1915--. 2 f. b. 1889-1914
in (Circuit Court Files), entry 181.
Reports of state's attorney showing names of defendant, state's attorney,
judge, and clerk, dates of report, approval, filing, and recording, book
and page of entry, cause, fees, fines, forfeitures, and remarks. Arr.
chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.
213. STATE'S ATTORNEY'S REPORT, 1889--. 1 v. (A).
Record of report of state's attorney showing case number, date of report,
names of plaintiff and defendant, in what court convicted, amounts of
fees, fines, and forfeitures collected, remarks, certificate of oath,
and signature of state's attorney. Arr. chron. Indexed alph. by name
of state's attorney. Hdw. on pr. fm. 125 p. 18 x 21 x 1. Cir. clk.'s
vlt., 1st fl.



Jury Records
(See also entries 4, 5, 90, 228-230.)

214. VENIRE FOR JURY, 1877--. 3 f.b.
Venires for grand and petit juries, showing date, names, and residence of jurors, names of circuit clerk and sheriff, precinct, and remarks. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.

215. JURY INSTRUCTION VERDICTS, 1877--. 2 f.b.
Instructions to jury, showing names of plaintiff, defendant, clerk, judge, and instructions of the court. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.

216. JURY CERTIFICATES, 1904--. 4 v.
Certificates issued for jury service, showing names of juror, clerk, and deputy, certificate number, and date, days of service, miles traveled, fees, total, and signature of juror. Arr. by certificate no. No index. 1904-31, hdw. on pr. fm.; 1932--, typed on pr. fm. 400 p. 18 x 13 x 1. Rec.'s vlt., 1st fl.

Bonds

217. BONDS, 1843--. 4 f.b.
Bonds of master in chancery, circuit clerk, coroner, sheriff, and receiver; also contains attachment, injunction, appeal, appearance, bail, recognizance, cost and peace bonds, showing names of principal and bondsmen, date, and amount and condition of obligation. Arr. chron. No index. 5 x 4 x 9. Cir. clk.'s vlt., 1st fl.

218. BAIL BOND RECORD, 1917-30. 1 v. Discontinued.
Record of bail and peace bonds, and schedules, showing names of principal, bondsmen, sheriff, judge, circuit clerk, and court; amount, conditions, and obligations of bond; residence, occupation, legal description of property; valuation, encumbrance, and dates of bond, schedule, and filing. Arr. chron. No index. Hdw. on pr. fm.; hdw. 350 p. 18 x 12 x 2. Cir. clk.'s vlt., 1st fl.

For original bonds, see entry 217.

Probation and Parole

219. PAROLE RECORD, 1899--. 1 v. (1).
Certificates of discharge under parole law, showing in what court, term and date, names of plaintiff, defendant, and judge, date of conviction and crime committed, and order of court. Arr. chron. Indexed alph. by name of defendant. Hdw. on pr. fm. 550 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.



Naturalization
(See also entry 140.)

220. NATURALIZATION RECORD, 1859-1906. 1 v. Last entry 1904.
1907-- in United States District Court.

Declaration of intention and final certificates of naturalization, showing certificate of oath, names of applicant, by whom sworn, country of nativity and renouncement of allegiance, applicant's signature, date, and name of clerk; final certificates of naturalization, showing names of state, alien, judge, sheriff, state's attorney, and clerk, alien's proof of testimony, term date, and order of the court. Arr. by declaration no. Indexed alph. by name of alien. Hdw. on pr. fm. 600 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.

Office Transactions

Receipts and
Expenditures

221. RECEIPT RECORD, 1873--. 5 v. (1-5).

Title varies: Register of Fees Earned and Received.

Circuit clerk's register of fees received, showing date, from whom received, or title of cause, kind of service, amounts earned and received for recording, miscellaneous, and court costs. Arr. chron. No index. Hdw. under pr. hdgs. 310 p., 300 p.; 17 x 14 x 1 $\frac{1}{2}$, 16 x 14 x 1 $\frac{1}{2}$. V. 1-3, 1873-1908, common vlt., bsmt.; v. 4, 5, 1909--, cir. clk.'s vlt., 1st fl.

222. CASH RECORD, CIRCUIT CLERK, 1920--. 1 v.

Clerk's record of receipts and disbursements, showing date received, title of case, amount, fee book and page number, to whom paid, for what purpose, and amount. Arr. chron. No index. Hdw. under pr. hdgs. 300 p. 14 x 10 x 1 $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

Court Business

223. ATTORNEYS' RECEIPTS FOR PAPERS, 1877--. 3 v. (2 not numbered, 1).

Register of receipts for papers taken out of circuit clerk's office, showing file number, title of cause, dates removed and returned, and signature of person taking papers. Arr. alph. by name of attorney. No index. Hdw. under pr. hdgs. 250 p. 16 $\frac{1}{2}$ x 11 x 2. Cir. clk.'s vlt., 1st fl.

VII. PROBATION OFFICER

The office of probation officer for adult probationers was first established in Scott County in 1911, in accordance with the legislation of that year.¹ The probation officer is an appointee of the circuit court. His service extends throughout the county. Courts exercising criminal or quasi-criminal jurisdiction are given power to deal with adult or juvenile offenders of specified offences under the provisions of this act of creation. In the performance of his prescribed duties, the probation officer principally serves the county and circuit courts. He is required to give bond as determined by the circuit court in a sum not exceeding \$5000, and is subject to the rules and removal of the said appointing court. Scott County has one probation officer under the allowance of one for each 50,000, or fraction thereof, of population.

The probation officer is compensated at a rate determined by the board of county commissioners. In the performance of his duties, he is required to: investigate the case of defendants requesting probation; notify the court of previous conviction or probation; make reports to the respective courts; keep a set of records as described below; take charge of and watch over all persons placed on probation, also cases of probationers moving from another county into his county.²

The reports made by the probation officer to the courts are kept by the clerk in the respective cases. The courts' probation records include orders granting or refusing release on probation, probationers' bonds, the reports of probation officers noted above, and discharge of probationer.

The probation officer is required to keep complete and accurate records of investigated cases, including description of the investigated persons, the action of the court, and the subsequent history of probationers. These records are private records and open to inspection by any judge or by any probation officer pursuant to a court order and are not public records.³ Their contents can only be divulged by court order and consequently were not surveyed by the current historical records study. A description of the contents, therefore, is noted above.

For county court probation records, see entry 139; for circuit court probation records, see entry 185.

1. L.1911, p. 280,281.

2. L.1911, p. 281,282; L.1915, p. 381,382.

3. L.1911, p. 277-84; L.1915, p. 378-84.

VIII. SHERIFF

The sheriff, by constitutional provision, has been an elected officer of the county electorate since Illinois was admitted to statehood.¹ The term of his office originally set at two years is now four years; bond, in Scott County, is required in the sum of \$10,000. One or more deputy sheriffs are appointed by the sheriff,² in accordance with the number allowed by rule of the circuit court.

Essentially without change for over one hundred years, the principal duties of the sheriff are:

1. Acting as conservator of peace, with power to arrest offenders on view.
2. Attending, in person or by deputy, all courts of record (city, county, probate, circuit, and appellate courts) in his county, and obeying the orders and direction of the said courts.
3. Serving, executing, and returning all writs, warrants, processes, orders, and decrees legally directed to him.
4. Selling real or personal property by virtue of execution or other process.
5. Having the custody and care of the courthouse and jail of the county.³
6. Sending finger prints of criminals to the state bureau of criminal identification and investigation.⁴

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1. Constitution of 1818, Art. III, sec. 11; Constitution of 1848, Art. VII, sec. 7; Constitution of 1870, Art. X, sec. 8; second amendment November 22, 1880, to the Constitution of 1870, Art. X, sec. 8; also L.1819, p. 110; R.S.1874, p. 989.
 2. Constitution of 1870, Art. X, sec. 9; R.S.1874, p. 990. Compare: R.L.1827, p. 373.
 3. L.1819, p. 111,112,160-62,314-17,332,333; L.1821, p. 37,63,64; R.L.1827, p. 247-311,344,372,373; R.L.1829, p. 121; L.1831, p. 103, 104,106; R.L.1833, p. 574,575; L.1839, p. 10,12-14; L.1845, p. 10-19; R.S.1845, p. 133,134,515-17; R.S.1874, p. 989-91; L.1877, p. 69,79; L.1881, p. 64,72; L.1901, p. 136; L.1905, p. 146; L.1933, p. 458. The citations include also references to duties not included in the general outline noted above.
 4. L.1931, p. 464.



Sheriff - Process; Jail Records; Fees, Receipts, Expenditures

(224-227)

In the course of the sheriff's multiple detailed duties included in these broad provisions, the following records occur:

1. Data of identification, criminal and stolen property.
2. Calendar of commitments to jail.
3. Receipts of delivery of prisoner in changes of venue.
4. Docket of executions.
5. "Books of Accounts". Books include fees and disbursements, which are required of each county officer receiving fees.
6. Copies of reports to the county court and circuit court.¹

Process

224. SHERIFF'S EXECUTION DOCKET, 1878--. 3 v. (A-C). Sheriff's execution docket showing number, dates of writ and return, damages, plaintiff's and defendant's costs, interest, sheriff's fees, and total returns. Arr. chron. No index. Hdw. under pr. hdgs. 320 p. 18 x 12 x 2. V. A, B, 1878-1925, common vlt., bsmt.; v. C, 1926--, sh.'s vlt., 1st fl.

225. SHERIFF'S PROCESS DOCKET, 1924--. 2 v. (1, 2). Sheriff's process docket showing docket number, names of plaintiff, defendant, and attorneys, action, dates of receipt, service, and return of process, by whom served, sheriff's fees earned and received, and remarks. Arr. chron. No index. Hdw. under pr. hdgs. 320 p. 18 x 12 x 2. Sh.'s vlt., 1st fl.

Jail Records

226. JAIL REGISTER, 1874--. 2 v. Register of offenders, showing number, name, age, sex, color, occupation, civil condition, birthplace, parentage, residence, education, health, habits, property, date of commitment, name of magistrate, offense, sentence, court, number of convictions, date and mode of discharge, and remarks. Arr. chron. No index. Hdw. under pr. hdgs. 300 p. 18 x 12 x 1 $\frac{1}{2}$. 1 v., 1874-1930, common vlt., bsmt.; 1 v., 1931--, sh.'s vlt., 1st fl.

Fees, Receipts, Expenditures

227. RECEIPTS AND EXPENDITURES, 1873--. 4 v. Sheriff's record of receipts and expenditures, showing date, from whom, and for what received, miscellaneous costs, and memoranda of court costs. Arr. chron. No index. Hdw. under pr. hdgs. 320 p. 18 x 12 x 2 $\frac{1}{2}$. 2 v., 1873-1910, common vlt., bsmt.; 2 v., 1911--, sh.'s vlt., 1st fl.

1. L.1819, p. 201,317; L.1821, p. 182; R.L.1827, p. 249,273; L.1845, p. 11; R.S.1845, p. 305; R.S.1874, p. 566,991,992,1096; L.1907, p. 316-19; L.1909, p. 301; L.1921, p. 500; L.1923, p. 424; L.1929, p. 649; L.1931, p. 465; L.1933, p. 187-90.



IX. CORONER

The office of coroner in Illinois counties were originally established by constitutional provision in 1818.¹ The Illinois laws require the coroner to act as a conservator of the peace, with powers equal to the sheriff's in that respect, serve as a ministerial officer of the courts in the absence or disqualification of the sheriff, and perform all the duties of the latter when the office is vacant.² In practice these duties are far less significant than the inquest function, the principal statutory duty of the coroner. Basically that procedure has hardly changed since a time antecedent to the formation of Scott County; the coroner when informed of a death resulting or appearing to have resulted from violence or casualty, summons a jury to inquire into the manner of death and its cause.³

To the custody of the clerk of the circuit court are returned the verdict of the jury, and such recognizances as may be given the coroner by witnesses whose testimony implicates any person as the unlawful slayer of the deceased.⁴ In his own office the coroner files and preserves the record of such testimony.⁵ Additionally the coroner keeps one record which he himself originates, the "inquest record." This record recapitulates all the data involved in the entire inquest procedure and includes an inventory and accounting of the personal property and money of the deceased.⁶

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1. Under the Constitution of 1818, the tenure of office was set for two years; the term was extended under the Constitution of 1870 to four years. Constitution of 1818, Art. III, sec. 11; Constitution of 1870, Art. X, sec. 8.
 2. L.1819, p. 111,160; L.1821, p. 20-22; L.1825, p. 63,64; R.L.1827, p. 246-50,372,373,375; R.S.1845, p. 515-17; R.S.1874, p. 281,282. The office is constitutional and elective (Constitution of 1818, Art. III, sec. 11; Constitution of 1870, Art. X, sec. 8) and the term, formerly two years, is now four years (second amendment, November 22, 1880, to Constitution of 1870, Art. X, sec. 8).
 3. L.1821, p. 22-24; R.S.1845, p. 517,518; R.S.1874, p. 282-84; L.1879, p. 82; L.1907, p. 213; L.1919, p. 403; L.1931, p. 388.
 4. L.1821, p. 24,25; R.S.1845, p. 518; R.S.1874, p. 284,285.
 5. L.1821, p. 25; R.S.1845, p. 518; L.1869, p. 104; R.S.1874, p. 285; L.1907, p. 213; L.1919, p. 293.
 6. L.1821, p. 26; L.1850, p. 104; R.S.1874, p. 285,286.



228. CORONER'S FILES, 1916--. 4 f.b., 1 bdl.

Title varies: Record of Inquisition.

Coroner's inquest papers showing names of coroner, deceased, jurymen, and witnesses, verdict of the jury, personal description of deceased, inventory and disposal of personal effects, date, and remarks. Arr. chron. No index. F.b., 10 x 5 x 14, 5 x 4 x 10; bdl., 11 x 14 x 1. 3 f.b., 1916-20, common vlt., bsmt.; 1 f.b., 1921-35, co. clk.'s vlt., 1st fl.; 1 bdl., 1936--, cor.'s residence, Rural Route 3, Winchester, Illinois.

229. CORONER'S RECORD, 1878--. 2 v. (A, 3).

Coroner's record showing names, addresses, and occupation of deceased, witnesses and jury, verdict of jury, description of deceased, inventory and disposal of personal effects, and remarks. Arr. chron. Indexed alph. by name of deceased. Hdw. under pr. hdgs. 200 p. 18 x 12 x 1. Cir. clk.'s vlt., 1st fl.

230. CORONER'S INQUEST JURY CERTIFICATES, 1933--. 1 v.

Stubs and blanks of coroner's jury certificates, showing date, names of juror, deceased, and coroner, amount paid, and dates of service and filing. Arr. chron. No index. Hdw. on pr. fm. 200 p. 12 x 12 x 1 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

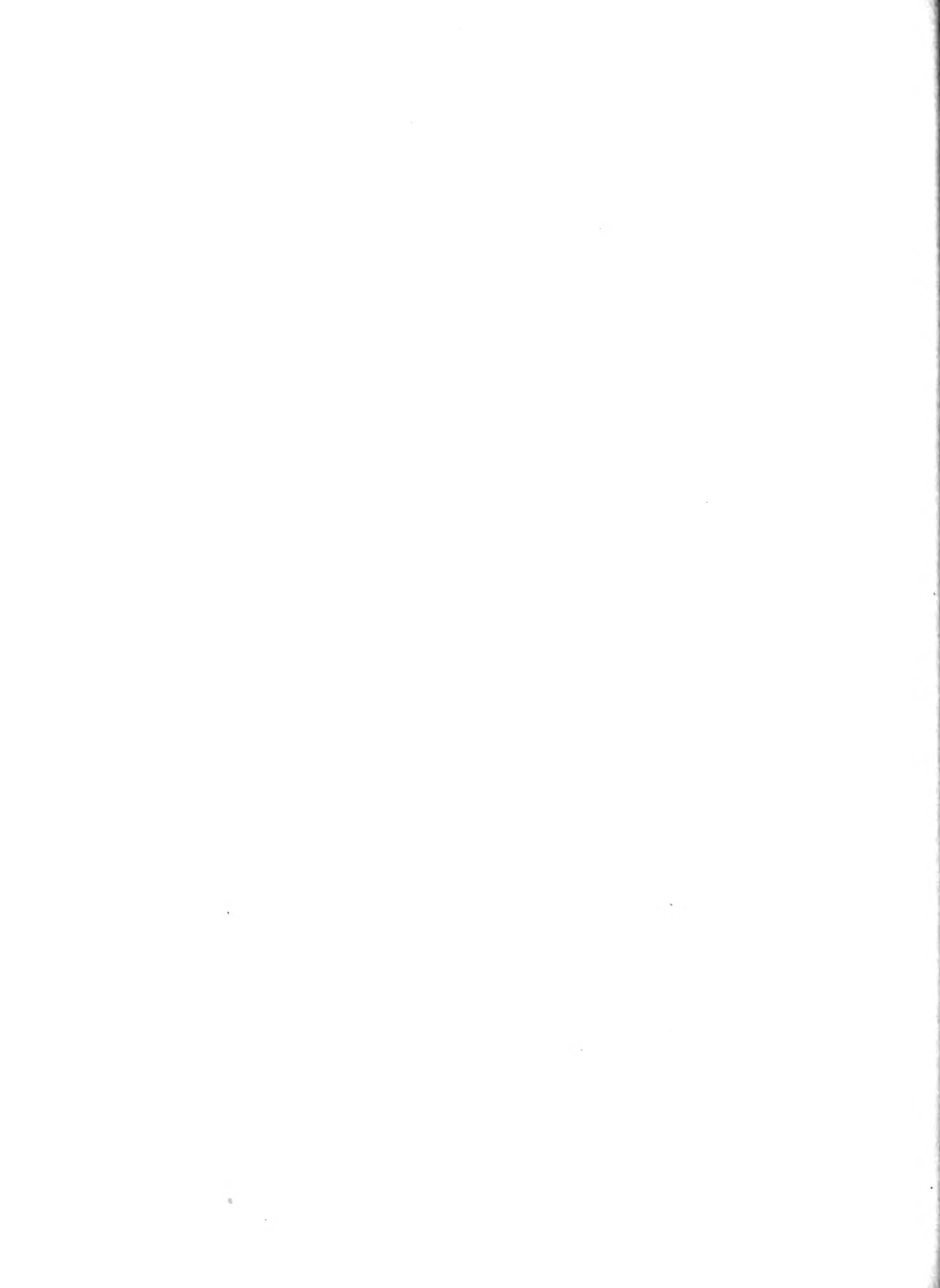
231. CORONER'S CERTIFICATE OF DEATH, 1934--. 1 v.

Stubs and blanks of coroner's certificates of death, showing register number, date, decedent's name, address, residence at time of death, personal and statistical particulars, informant's name and address, verdict of inquest, disease or injury causing death, date of onset or occurrence, manner of injury, accidental, suicidal or homicidal, place injury received, place and kind of burial, name and location of cemetery, undertaker's name and address, signatures of coroner and registrar, and date of filing. Arr. by certificate no. No index. Hdw. on pr. fm. 120 p. 9 x 18 x $\frac{1}{2}$. Cir. clk.'s vlt., 1st fl.

X. STATE'S ATTORNEY

The function of the office of state's attorney was originally performed in Illinois by the circuit attorney. This officer appointed by the governor, attended each circuit of the judicial district and prosecuted all actions in which the people of the state or county were concerned.¹ The circuit attorney was frequently referred to as "state's attorney" in the early legislation. Then, under the Constitution of 1870, the office of state's attorney became elective in, and for each of the counties of this state. The state's attorney is

1. L.1819, p. 178,204; R.L.1827, p. 79; R.L.1833, p. 98; R.S.1845, p. 76.

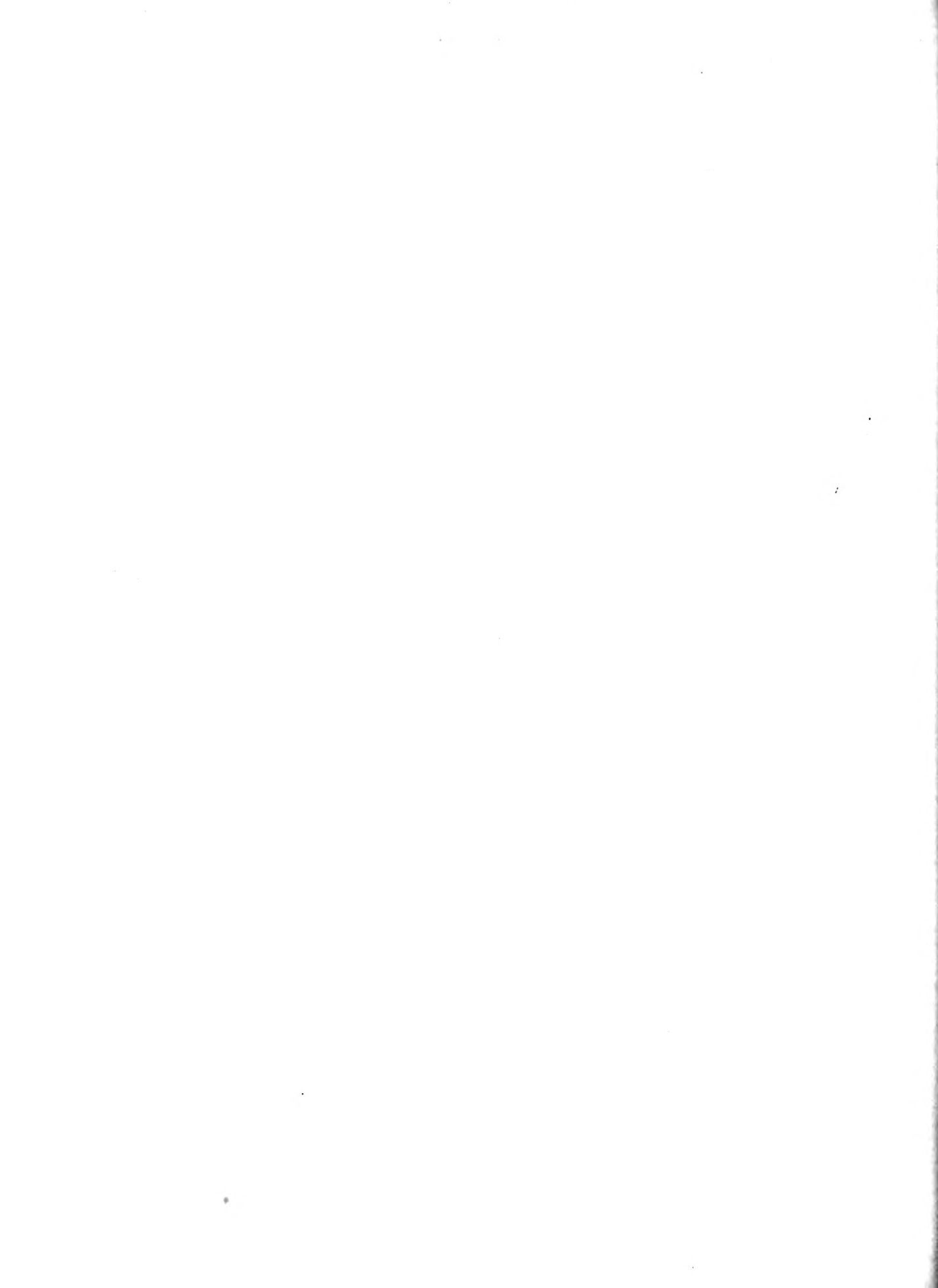


commissioned by the governor for a four-year term.¹ In Scott County the said attorney is compensated at the rate of \$1,125 annually, with an additional \$400 paid by the state.²

The duties of the state's attorney are:

1. To commence and prosecute all actions, suits, indictments and prosecutions, civil or criminal, in any court of record in his county in which the people of the state or county may be concerned.
2. To prosecute all forfeited bonds and recognizances and all actions and proceedings for the recovery of debts, revenues, moneys, fines, penalties, and forfeitures accruing to the state or his county, or to any school district in his county; also to prosecute all suits in his county against railroads or transportation companies, which may be prosecuted in the name of the people of the State of Illinois.
3. To commence and prosecute all actions and proceedings brought up by any county officer in his official capacity.
4. To defend all actions and proceedings brought against his county, or against any county or state officer in his official capacity, in his county.
5. To attend the examination of all persons brought before any judge on habeas corpus, when the prosecution is in his county.
6. To attend before justices of the peace and prosecute charges of felony or misdemeanor for which the offender is required to be recognized and to appear before a court of record, when in his power to do so.
7. To give his opinion without fee or reward, to any county officer and to justices of the peace, in his county upon any question of law relating to any criminal or other matter, in which the people or the county may be concerned.
8. To assist the attorney general whenever it may be necessary, and in cases of appeal or writ of error, from his county to the supreme court, to which it is the duty of the attorney general to attend, he shall, a reasonable time before the trial of such appeal or writ of error, furnish the attorney general with a brief, showing the nature of the case and the questions involved.

1. Constitution of 1870, Art, VI, sec. 22; L.1871-72, p. 189; R.S.1874, p. 172.
2. L.1871-72, p. 420; L.1873-74, p. 105; L.1909, p. 231; L.1911-12, p. 88; L.1927, p. 526; L.1937, p. 188, 606.



9. To pay all moneys received by him in trust, without delay, to the officer who by law is entitled to the custody thereof.
10. To perform such other and further duties as may from time to time be enjoined on him by law.
11. To appear in all proceedings by collectors of taxes against delinquent taxpayers for the judgment to sell real estate, and see that all the necessary preliminary steps have been legally taken to make the judgment legal and binding.¹
12. To enforce the collection of all fines, forfeitures and penalties imposed or incurred in the courts of record in his county; and report on the collection of these moneys to the circuit court.²

For reports of the state's attorney to the circuit court, see entry 212; for record of the reports of the state's attorney, see entry 213.

XI. COUNTY ASSESSOR

The assessment function in Illinois has been controlled by various statutory provisions. Early laws fixed the value of the several categories of real and personal property, leaving to the assessing officer only limited discretion. Principally, the assessor annually revises the assessment of real property, and corrects the same upon complaint and quadrennially assesses such property. The lists of lands and lots to be assessed are prepared by the county clerk in books provided for that purpose. The assessor, annually, calls upon the clerk for the assessment books which he uses in revising and assessing real property. Also, the county assessor, annually, prepares the personal property list of assessments by obtaining statements of persons required to list their taxable personal property. The assessment books are returned by the county assessor to the county clerk.³

The original provision for assessments in Scott County delegated this function to an assessor appointed by the county commissioners' court (the county administrative body).⁴ However, six years after the formation of this county, the county treasurer became ex-officio the

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1. R.S.1845, p. 76; R.S.1874, p. 172.
 2. L.1909, p. 342; L.1911-12, p. 88; L.1929, p. 474.
 3. L.1845, p. 6; L.1853, p. 3-29,46; L.1855, p. 40; L.1871-72, p. 19,20; L.1879, p. 243; L.1881, p. 133; L.1885, p. 283; L.1898, p. 41; L.1923, p. 495; L.1927, p. 713,714.
 4. One or more assessors could be appointed in each county by the said county commissioners' court. L.1839, p. 4.



county assessor, in 1845, and continued to fill this office until 1872. In 1871 the legislature provided for the appointment of a county assessor by the county board until provision should be made by legislation for the election of this officer.¹ But, provision was not made for the election and the county assessor in Scott County was an appointee of the board until 1882 when the county treasurer again became ex-officio county assessor.² The county treasurer has served in this capacity from the latter date until the present day.³

The assessor is guided in his duties by the county board of review and the (State) Tax Commission. The duties of the board of review are treated under chapter XII of this treatise. The tax commission has the following powers relating to county assessments:

1. It may require local assessment officers to meet with it from time to time for the purpose of considering matters relative to taxation.
2. It may request the institution of proceedings, actions and prosecutions to enforce the laws relating to the penalties, liabilities and punishment of public officers for failure or neglect to comply with the provisions of the act creating the tax commission.
3. The commission may, in any year, order a re-assessment of all real and personal property, when in its judgment such re-assessment is desirable or necessary, and for that purpose to cause the assessment to be made by the county assessor, and cause it to be submitted for the original assessment.
4. The commission may require the production of, or examine and make memoranda of, all records, books, papers, documents, statements of account on record or on file in any public office of the state or of any county, road district, city, village, incorporated town, school district or any other taxing district of the state, and the officers having charge of these records when required are to furnish the commission information of any and all matters on file or of record in their offices.

The above powers result from the following duties of the commission which have as their purpose:

1. The direction and supervision of the assessment of all property in the state in order that all assessments may be made relatively just and equal.

1. L.1871, p. 20.

2. L.1881, p. 62.

3. L.1871, p. 20; L.1898, p. 36; L.1903, p. 295; L.1923, p. 491.

2. Advisement and assistance to the assessors.
3. The prescription of general rules and regulations.
4. The prescription or approval of forms, or blanks for schedules, returns, reports, complaints, notices and other documents, files, and records authorized or required by any provision of law relating to the assessment of property.
5. The equalization of the valuation and assessment of property throughout the state between the different counties of the state and fixing the aggregate amount of the assessment for each county upon which taxes shall be extended.

In this latter instance the commission examines the abstracts of property for taxation in the several counties as returned by the county clerks.¹

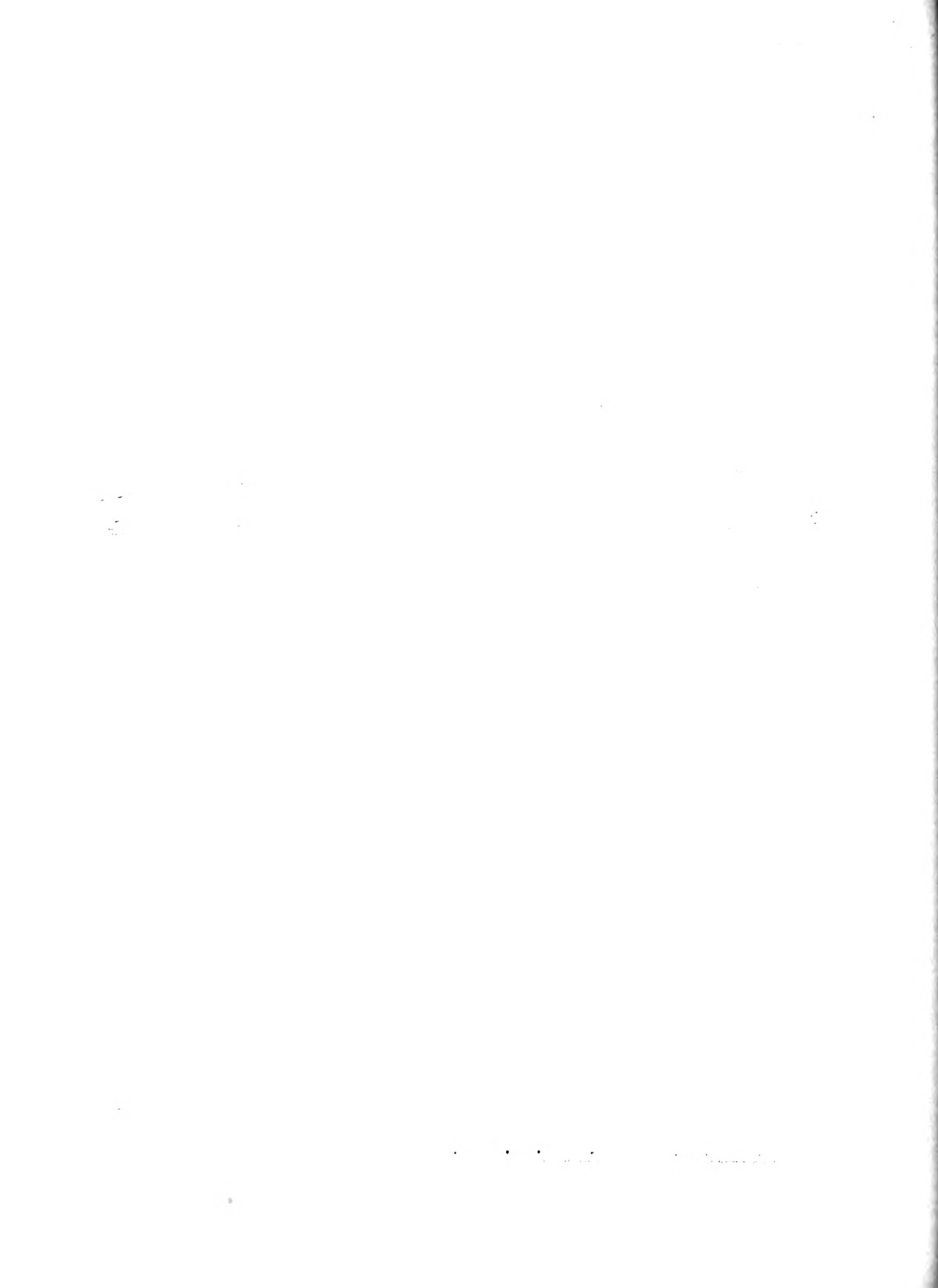
Thus, in Scott County both county and state officials exercise authority in the preparation of assessment lists. The assessments are prepared by the county assessor, and the county clerk's office serves as a clearing house between the assessor, the county board of review and the state tax commission.

For other taxation records, see entries 33-53, 234-238.

232. SCHEDULES OF PERSONAL PROPERTY, 1935--. 22 f.b.
Personal property schedules showing names of owner, city or village, number of precinct, range and school district, class of property, valuation, credits, deductions, and recapitulations. Arr. by precinct. No index. 5 x 5 x 10. Treas.'s vlt., 1st fl.

233. GENERAL TAX LIST, 1839. 1 v. Discontinued.
List of taxable property of Scott County, showing name of property owner, number of acres, description, value of land and personal property, total assessments, amount of tax, and remarks. Arr. by sec., town, and range. No index. Hdw. 150 p. 8 x 6 x 1. Treas.'s vlt., 1st fl.

1. L.1919, p. 718; L.1929, p. 631.



XII. BOARD OF REVIEW

The duties of the board of review are essentially to assess, equalize, review or revise the assessment of real and personal property. Appeals from assessments have been to the county administrative body in Scott County, from the creation of this county to the present day. The governing bodies which have served as the board of review are: first, the county commissioners' court, 1839 to 1849; the county court, 1849 to 1871; and the board of county commissioners, 1871 to the present.¹

The board meets annually to:

1. Assess omitted property and property upon which taxes have not been paid.
2. Review assessments upon complaint.
3. Hear and determine the application of any person assessed on property claimed to be exempt from taxation. Decisions exempting any such property, unless previously judicially determined, are not final until approved by the state tax commission.
4. Increase or reduce the entire assessment of either real or personal property.
5. Ascertain whether the valuations in one town or district bear just relation to all towns or districts in the county.²

For other taxation records, see entries 33-53, 231-233, 237, 238.

234. COMPLAINTS TO BOARD OF REVIEW, 1932--. 1 f.b.

Complaints by taxpayers to the board of review on excess assessment on real estate and personal property, showing name and address of complainants, date, description of property, full assessed and fair cash value, itemized account, and oath and date acknowledged. Arr. chron. No index. 10 x 5 x 14. Co. clk.'s vlt., 1st fl.

235. COMPLAINT DOCKET BOARD OF REVIEW, 1899--. 1 v. (1).

Docket of complaints, showing number, date, name of complainant, legal description of property, value by assessor, cause for complaint, and findings and orders of board of review. Arr. chron. Indexed alph. by name of complainant. Hdw. under pr. hdgs. 310 p. 18 x 12 x 2. Treas.'s vlt., 1st fl.

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1. L.1839, p. 7; L.1845, p. 5; L.1853, p. 46; L.1871, p. 22; L.1898, p. 36; L.1923, p. 497.
 2. L.1871, p. 23; L.1915, p. 566; L.1923, p. 491; L.1930, sp. sess. p. 81; L.1932, first sp. sess. p. 65; L.1935, p. 1163.

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236. RECORD OF BOARD OF REVIEW, 1900--. 1 v. (1).
 Proceedings of the county board of review, showing name of complainant, nature of complaint, date, assessed value, amount of complaint, and action of board. Arr. chron. Indexed alph. by name of complainant. Hdw. on pr. fm. 320 p. 18 x 13 x 2. Co. clk.'s vlt., 1st fl.

XIII. COUNTY COLLECTOR

The collection duties were originally performed in Scott County by an appointee of the county commissioners' court (the county administrative body).¹ This provision was for a brief period of four years, for in 1843, the sheriff became ex-officio county collector. In Scott County, the sheriff has retained his office, as collector of taxes, from this date, 1843, to the present day.² The sheriff in this county enters bond for his duties as county collector. In counties under township organization the county treasurer is ex-officio county collector. This latter provision, however, does not apply to Scott County.

The principal function of this office is the collection of state, county, and other public corporation taxes as provided by law. The books used by the collector in effecting this procedure are prepared by the county clerk on the basis of the assessment and levy of taxes. The county clerk keeps an account with the collector charging him with the amount of the county tax placed in his hands for collection, and with the amount received by him from tax sales and redemptions. The county collector reports on the payment of taxes and the failure thereof to the county clerk and settles annually with the board of county commissioners. Also, the collector annually pays into the state treasury the taxes collected and payable to the state treasury.³

The county collector is required by statute to keep his records as collector of taxes separate from his records as sheriff.⁴ The records

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1. L.1839, p. 7.
 2. L.1843, p. 234; L.1845, p. 8; L.1853, p. 99; L.1871, p. 36; L.1871-72, p. 664.
 3. L.1819, p. 317; R.L.1827, p. 373; L.1839, p. 8-12; L.1840, p. 3; L.1845, p. 9,11; L.1853, p. 66,77,111; L.1871-72, p. 32; L.1873-74, p. 51; L.1911, p. 485; L.1917, p. 664; L.1919, p. 765; L.1930, sp. sess., p. 59; L.1931, p. 747; L.1933, p. 930; R.L.1935, p. 1149.
 4. L.1917, p. 664; L.1930, sp. sess., p. 59; R.L.1935, p. 1140.



of the collector's office are principally collector's books, duplicates of the receipts issued to taxpayers, state auditor's and county clerk's certificates of the county collector's settlement with them, duplicates of the collector's reports to the county clerk.¹

For other taxation records, see entries 33-53, 232-236.

237. COLLECTOR'S AND TREASURER'S ACCOUNTS, 1872--. 5 v.
(2 not numbered, 2-4). Title varies: County Collectors
Account Record.

County collector's account with county and treasurer, showing dates, debits and credits of railroad and county taxes, sales and redemptions of forfeited property, amount of county taxes paid to treasurer per month, and total amount. Arr. chron. 1872-1909, no index; 1910--, indexed alph. by name of account. Hdw. under pr. hdgs. 450 p. 18 x 12 x 2. 1872-1909, common vlt., bsmt.; 1910--, sh.'s vlt., 1st fl.

238. TAX RECEIPTS, 1935--. 144 f.b.
Tax receipts in duplicate, showing name of owner, legal description of property, amount of taxes, and date due. Arr. alph. by name of precinct. No index. 6 x 6 x 12. Sh.'s vlt., 1st fl.

XIV. COUNTY TREASURER

The county treasurer in Scott County has been an elected officer from the formation of this county to the present day. This office originally established under statutory provision is now a constitutional office under the present Constitution of 1870. The treasurer receives² his commission from the governor with a tenure of office of four years. The penal sum of the treasurer's bond and the security are determined by the board of county commissioners.³ Upon request of the treasurer, the board designates the bank in which the public funds are to be deposited.

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1. L.1819, p. 317; R.L.1827, p. 373; L.1839, p. 8-12; L.1840, p. 3; L.1845, p. 9,11; L.1853, p. 66,77,111; L.1871-72, p. 32; L.1873-74, p. 51; L.1911, p. 485; L.1917, p. 664; L.1919, p. 765; L.1930, sp. sess., p. 59; L.1931, p. 747; L.1933, p. 930; R.L.1935, p. 1149.
 2. Office made elective with four-year term, R.L.1837, p. 274; term reduced to two years, L.1845, p. 28; office made constitutional without change of term, Constitution of 1870, Art. X, sec. 8; term lengthened to four years, second amendment (ratified November 22, 1880) to the Constitution of 1870, Art. X, sec. 8.
 3. L.1819, p. 318; R.L.1827, p. 329; R.S.1874, p. 323. The bond is required to be filed in the office of the county clerk.

In the performance of his duties, the county treasurer receives the county revenue, keeps custody of its funds, and disburses them in accordance with orders of the county board of commissioners or by specific authorization of law. He is required to keep books of accounts of all funds received and disbursed by him, maintain a register of county orders countersigned and paid, report annually to the county board on the financial transaction of his office, and settle his accounts with the board semiannually.¹ The last two requirements give rise to a number of segregated records of accounts beyond strict statutory requirements. In addition, reports are made to the treasurer by other county authorities in the process of transacting business with him, and finally a large number of records arise from the requirement for collectors of taxes to settle their accounts with the treasurer.²

Receipts and Disbursements

239. COUNTY TREASURER'S ACCOUNT, 1872--. 3 v. (1-3).
Treasurer's accounts of receipts and expenditures, showing name of account, date and amount received for each fund, date and amount paid from each fund, to whom and for what purpose payment is made, remarks, and balance available for each fund. Also contains County Commissioners' Ledger, 1933--, entry 240. Arr. chron. Indexed alph. by name of account. Hdw. 400 p. 18 x 12 x 2. V. 1, 2, 1872-1933, common vlt., bsmt.; v. 3, 1934--, treas.'s vlt., 1st fl.

240. COUNTY COMMISSIONERS' LEDGER, 1919-32. 1 v. 1933-- in
County Treasurer's Account, entry 239.
Treasurer's ledger of funds appropriated by county commissioners, showing date, number, to whom issued, amount, total amount, and remarks. Arr. chron. Indexed alph. by name of fund. Hdw. under pr. hdgs. 320 p. 16 x 11 x 2. Treas.'s vlt., 1st fl.

241. TREASURER'S ACCOUNT, BIRTHS AND DEATHS, 1902-14. 1 v.
1890-1901, 1915-- in Register of County Orders Countersigned, entry 247.
Treasurer's reports of births and deaths, showing date, name and address of party making report, number of births and deaths reported, amount of fees, date paid, and by whom received. Arr. chron. No index. Hdw. under pr. hdgs. 320 p. 18 x 12 x 1½. Treas.'s vlt., 1st fl.
For county clerk's record of registrars report of fees, see entry 86.

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1. L.1819, p. 318; R.L.1837, p. 532,583; L.1843, p. 151; R.S.1845, p. 136,138,139; L.1861, p. 239,240; R.S.1874, p. 323,324.
 2. L.1819, p. 317; L.1821, p. 183; R.L.1827, p. 333; L.1839, p. 6-10; L.1845, p. 11; L.1885, p. 142-47; L.1895, p. 304; L.1913, p. 516; L.1933, p. 898.



Special Accounts

School

242. INSTITUTE FUND RECORD, 1884--. 1 v. (1).
Register of funds received, showing date, name and address of teacher, examination or registration fees, and total amount. Arr. chron. No index. Hdw. under pr. hdgs. 350 p. 18 x 12 x 2. Treas.'s vlt., 1st fl.

Dog License

243. DOG LICENSE AND TAX RECORD, 1920--. 1 v. (1).
1878-1919 in Collector's Books, entry 44.
List of dog licenses and tags, showing date, and number of tags delivered and returned, name of deputy assessor, and total amount collected. Arr. chron. No index. Hdw. under pr. hdgs. 280 p. 16 x 10 x 1 $\frac{1}{2}$. Treas.'s vlt., 1st fl.

244. DOG LICENSE FUND RECORD, 1920--. 1 v. (1).
County treasurer's accounts of receipts for and expenditures from dog license fund, showing date, from whom received, title of office, from what precinct received, and total amount; also showing date of expenditures, to whom paid, witness fees, number of sheep killed or damaged, value, order of magistrate, and total amount paid out. Arr. chron. No index. Hdw. under pr. hdgs. 150 p. 18 x 12 x 1 $\frac{1}{2}$. Treas.'s vlt., 1st fl.

245. SHEEP CLAIMS, 1933--. 1 f.b.
Sheep claims to be paid from dog license fund, showing names of claimant, justice of the peace, appraisers, number and value of sheep, and dates of claim, filing, payments, and costs. Arr. chron. No index. Hdw. on pr. fm. 5 x 5 x 10. Treas.'s vlt., 1st fl.

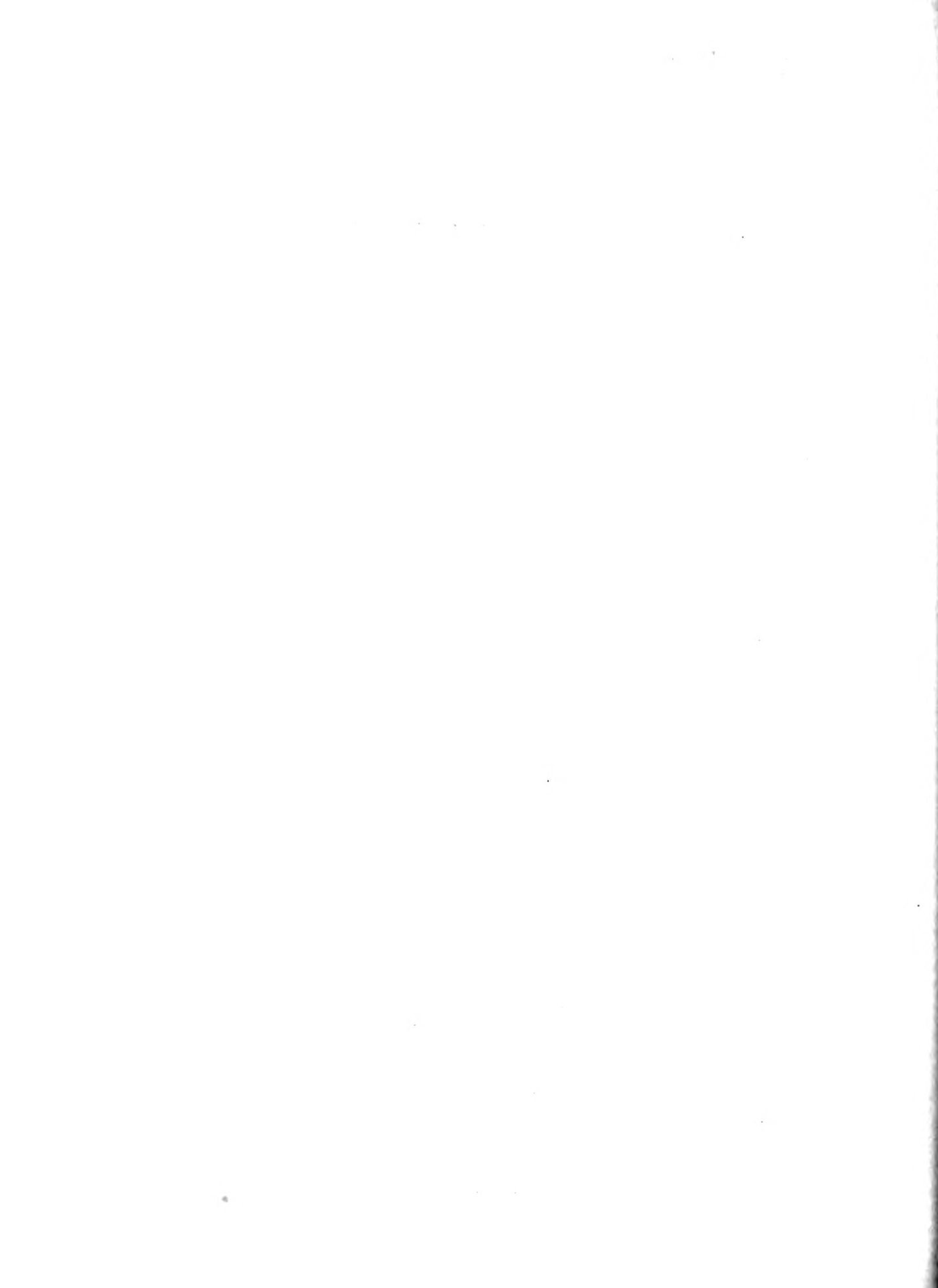
For other records of sheep claims, see entry 18.

Inheritance Tax (See also
entries 168, 174.)

246. INHERITANCE TAX PAPERS, 1922--. 1 f.b.
Inheritance tax assessment papers showing names of estate, judge, heirs, and attorneys, appraised value, exemptions, taxable cash value, rate, and tax fixed. Arr. chron. No index. 5 x 5 x 10. Treas.'s vlt., 1st fl.

County Orders
(See also entries 4-13.)

247. REGISTER OF COUNTY ORDERS COUNTERSIGNED, 1890--. 6 v.
(2 not numbered, 3-6).
Register of county orders, showing number of order, date, in whose favor, amount, and date paid. Also contains Treasurer's Account, Births and Deaths, 1890-1901, 1915--, entry 241. Arr. chron. No index. Hdw. under pr. hdgs. 400 p. 16 x 11 x 2. 2 v. not numbered, 1890-1915, common vlt., bsmt.; v. 3-6, 1916--, treas.'s vlt., 1st fl.



Fees

248. RECORD OF COST AND FEES, 1894--. 1 v. (1).

Treasurer's record of costs and fees, showing date and by whom paid, amount, name of person to whom such cost and fees are due, title of cause, and book and page of entry. Arr. alph. by name of payee. No index. Hdw. under pr. hdgs. 320 p. 18 x 12 x 1 $\frac{1}{2}$. Treas.'s vlt., 1st fl.

Miscellaneous Documents

249. MISCELLANEOUS PAPERS, 1933--. 28 f.b.

Miscellaneous documents including tax inquiries, sheriff's indemnifying bonds, clerk's tax extension papers, and tax redemption receipts. Arr. alph. by name of principal. No index. 5 x 5 x 10. Sh.'s vlt., 1st fl.

XV. COUNTY SUPERINTENDENT OF SCHOOLS

The county superintendent of schools is a statutory officer, elected for a term of four years.¹ In Scott County, the superintendent's office serves as the central administrative agency for the county. One or more of the several congressional townships comprise the several school districts.² Within these administrative units are elected boards of trustees who have executive and financial responsibilities which come under the supervision of the county superintendent. The boards of trustees appoint their own treasurers who also act as clerks of the township (or school district) boards.³

The superintendent makes quarterly and annual reports to the board of county commissioners and also reports to the state superintendent of public instruction, the state department of public health, the state fire marshal, and the state architect. His original duties are:

1. Selling township fund lands and issuing certificates therefor.
2. Examining the complete accounts of every township treasurer in his county and reporting irregularities of the township trustees.

1. L.1872, p. 702; L.1909, p. 342; L.1915, p. 628; L.1923, p. 596. Term formerly ran two years. R.S.1845, p. 497.
2. R.S.1845, p. 503; L.1847, p. 126; L.1929, p. 745.
3. L.1927, p. 843; L.1929, p. 745.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year.

2. The second part of the report deals with the results of the work during the year and the progress of the work during the year.

3. The third part of the report deals with the results of the work during the year and the progress of the work during the year.

4. The fourth part of the report deals with the results of the work during the year and the progress of the work during the year.

5. The fifth part of the report deals with the results of the work during the year and the progress of the work during the year.

3. Conducting a teachers' institute, holding quarterly examinations for teachers' certificates, and issuing such.
4. Holding examinations for normal and university scholarships.
5. Visiting the public schools in the county, observing methods of instruction, making recommendations to teachers, advising school officers; observing sanitary and safety conditions, notifying trustees and state authorities of unsatisfactory conditions; inspecting plans and specifications, and approving those meeting state regulations.¹

The office of superintendent of schools was originally filled by the county school commissioner. Later the office of superintendent became an independent office and the functions of the former school commissioner were fulfilled by the new officer. More accurately it may be said that the origin of the office of superintendent of schools was the establishment of the office of county school commissioner.

The office of county school commissioner, an appointee of the commissioners' court, was established in the beginning of Scott County.² The principal duties of this officer centered around the sale of school lands. His reports to the county commissioners' court (county board), of the sale of school lands, were recorded in the said court in a well-bound book kept for that purpose.³ (See entry 253). He also reported to this governing body, of his other transactions and on the school fund.⁴

In 1845, six years after the formation of Scott County, the office of county superintendent of schools was created as an ex-officio office of the county school commissioner. Then in 1847, another change was made, the school commissioner became an elective officer with a tenure of office of two years.⁵

In 1872 the office of county superintendent of schools was established as an independent office and had delegated to it the authority formerly vested in the county school commissioner.⁶

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1. R.S.1845, p. 498; L.1847, p. 122; L.1849, p. 156; L.1909, p. 343-52; L.1915, p. 635.
 2. R.L.1829, p. 150,151.
 3. R.L.1829, p. 152,153.
 4. L.1831, p. 175.
 5. L.1845, p. 54; L.1847, p. 120.
 6. L.1871-72, p. 702; L.1909, p. 342; L.1923, p. 596.



The superintendent is required to keep the following records: three books denoted as A, B, and C, containing respectively petitions for the sale of school lands, records of sales of such, and accounts of all moneys received and paid out; also files of township treasurers' bonds and trustees' reports to him; files of poll books and returns of school district elections; maps of school district boundaries; registers of certificates granted and teachers employed in the county.¹ In addition he is required to make annual reports to the state superintendent of schools on such matters as the latter may designate, quarterly reports to the county board on his visits to schools, and annual reports to the county board on the receipts and expenditures of his office. The said board of county commissioners designates the bank in which the school funds are to be deposited and is in charge of the audit of the itemized bills of the superintendent. The board examines, approves, or rejects any of the mentioned reports of the superintendent.² Copies of the superintendent's reports are sometimes found among his records, along with vouchers, special statements concerning the institute and other segregated funds, and similar current papers.³

Accounts of School Funds

250. INSTITUTE FUND ACCOUNT, 1898--. 1 v.

Institute fund accounts showing amounts and dates deposited in treasury, total amount for disbursement, order number, in whose favor drawn, purpose, and balance in county treasury. Arr. chron. No index. Hdw. on pr. fm. 120 p. 11 x 14 x 1. Off. of supt. of sch., 2nd fl.

251. NON-HIGH-SCHOOL DISTRICT RECORD, 1917--. 1 v.

Non-high-school district record showing proceedings, rules, record of members, number of tuition pupils, tax levy, financial account, and county treasurer's annual statement of school funds. Arr. chron. No index. Hdw. under pr. hdgs. 400 p. 18 x 12 x 2. Treas.'s vlt., 1st fl.

252. STATE TEACHERS' PENSION AND RETIREMENT FUND RECORD, 1920--. 1 v.

Teachers' pension record showing name and address of teacher, whether compulsory or elective contributor, previous service and contributions, salary per month and for the year, and total amount deducted for pension and retirement fund. Arr. alph. by name of teacher. No index. Hdw. on pr. fm. 500 p. 8 x 12 x 2 $\frac{1}{2}$. Off. of supt. of sch., 2nd fl.

1. R.S.1845, p. 496; L.1847, p. 121; L.1849, p. 155; L.1853, p. 55; L.1889, p. 265; L.1909, p. 349,350; L.1919, p. 387.

2. L.1915, p. 629.

3. R.S.1845, p. 500,501; L.1847, p. 122; L.1849, p. 156; L.1855, p. 57; L.1871-72, p. 705; L.1889, p. 265,325; L.1909, p. 347,350.



County Superintendent of Schools -
Teachers' Records; Pupil Records;
Reports

(253-257)

253. RECORDS (School Commissioner's Record), 1839-73. 2 v.
1874-- in County Commissioners Record, entry 2.

School commissioner's record showing minutes of meetings of school boards, organization of districts, sale of school lands, receipts and expenditures, and distribution of state and county funds. Arr. chron. No index. Hdw. 300 p. 12 x 8 x 2. Off. of supt. of sch., 2nd fl.

Teachers' Records

254. TEACHERS' PERMANENT RECORD, 1930--. 1 f.b.

Teachers' record showing name and address of teacher, schools attended, number of years taught, grade and degrees attained, kind of certificate, how issued, endorsements, and teaching and pension record. Arr. alph. by name of teacher. No index. Hdw. on pr. fm. 6 x 9 x 14. Off. of supt. of sch., 2nd fl.

255. ILLINOIS TEACHERS PROFESSIONAL AND SERVICE RECORD, 1930--.
1 f.b.

Teachers' reports to county superintendent of schools, showing date, name and address of teacher, certificate number, degree, and by what institution conferred, by whom employed, monthly salary, average salary for year, ranking capacity, total years of teaching experience, and amount contributed to teachers fund. Arr. alph. by name of teacher. No index. 6 x 9 x 14. Off. of supt. of sch., 2nd fl.

Pupil Records

256. ILLINOIS TRUANT OFFICERS RECORD (Scott County), 1919--.
1 v.

Proceedings of truancy cases in justice of peace court, showing name and address of parent or guardian, date of notice served, name and age of child, record of prosecution, dates of filing of suit and trial, name of justice of the peace, and disposition of case. Arr. chron. Indexed alph. by name of parent or guardian. Hdw. on pr. fm. 125 p. 10 x 8 x 1. Off. of supt. of sch., 2nd fl.

Reports

(See also entries 28, 31.)

257. COUNTY SUPERINTENDENT'S RECORD VISITATION OF SCHOOLS,
1886--. 4 v.

Elementary school rating reports showing names of school, teacher, secretary of board, county superintendent, and state supervisor, dates of report, and approval, number of pupils, address of teacher, school rating, dates of visits of superintendent of schools; and condition of buildings, grounds, apparatus, and text books. Arr. chron. 1886-1915, indexed alph. by name of district; 1916--, no index. Hdw. under pr. hdgs. 300 p., 320 p.; 12 x 10 x 2, 18 x 12 x 2. 1 v., 1886-1915, treas.'s vlt., 1st fl.; 3 v., 1916--, off. of supt. of sch., 2nd fl.



258. ANNUAL REPORT COUNTY SUPERINTENDENT OF SCHOOLS, 1926--. 12 v. School superintendent's annual reports showing school census, enrollment, districts, length of term, attendance, promotions, tuition pupils, administrative positions, tax levies, libraries, financial statistics, and general and financial statistics of superintendent. Arr. by divisions. No index. Hdw. under pr. hdgs. 39 p. 16 x 10 x $\frac{1}{2}$. Treas.'s vlt., 1st fl.

259. TRUSTEES' ANNUAL REPORT, 1926--. 120 v. School trustees' reports showing town and range numbers, names of superintendent, precinct, school treasurer, number of districts, value of school property, receipts and expenditures of district and precinct funds, and cash accounts. Arr. by district no. No index. Hdw. under pr. hdgs. 20 p. 14 x 8 x $\frac{1}{2}$. Off. of supt. of sch., 2nd fl.

260. OPENING OF SCHOOL REPORTS, 1930--. 1 v. Reports from teacher, showing names and addresses of directors, pupils, and parents, dates of birth of pupils, year's work, age, and estimate of pupil's ability. Arr. chron. No index. Hdw. under pr. hdgs. 300 p. 18 x 12 x 2. Off. of supt. of sch., 2nd fl.

XVI. COUNTY SUPERINTENDENT OF HIGHWAYS

The office of county superintendent of highways was first established in Illinois in 1913.¹ Prior to this date, district highway commissioners effected essentially, those duties since performed by the county superintendent of highways in Scott County.

The superintendent is appointed by the county board. The board submits a list of three to five candidates to the (state) department of public works and buildings. The department examines the candidates to determine the person best fitted for the office.² The successful candidate holds office for six years and is remunerated in a sum fixed by the county board.

The powers and duties of the county superintendent of highways are subject to the rules and regulations of the department of public works and buildings. He is, however, subject upon hearing, to removal by the county board. The superintendent is required, also, to perform such duties as may be prescribed under the direction of the (state) chief

1. L.1913, p. 524.

2. Between the years 1913 and 1921 the list of prospective candidates was required to be submitted to the state highway commission. L.1913, p. 524; L.1921, p. 781; L.1933, p. 960.

County Superintendent of
Highways - Construction
and Maintenance Records

(261)

highway engineer.¹ The said superintendent exercises supervision over precinct, county and state-aid roads, bridges and culverts in his county.

His principal duties are:

1. Preparing plans, specifications, and estimates for all bridges to be built by the county.
2. Supervising the construction and maintenance of county roads and bridges, and state-aid roads.
3. Inspecting the highways and bridges in each town or district of his county at least once a year.
4. Advising and directing the highway commissioners in each town or district as to the best methods of repair, maintenance, and improvement of highways and bridges
5. Approving any purchase in excess of \$200 for materials, machinery, or apparatus to be used in road construction in any town or district.²

He is required to keep the following records:

1. Records of contracts, purchases, and expenditures authorized by himself, the county board, or precinct commissions.
2. Maps, plats, blueprints, specifications, etc., arising in his supervision of roads and bridges, or the planning of new construction.
3. Accounts of the funds handled by his office.
4. Reports from other officers or bodies touching the affairs of his office; copies of his own reports on the administration of his office; related papers.³

For other highway records, see entries 20-24.

Construction and Maintenance Records

261. MAINTENANCE LEDGER, 1936--. 1 v.

Construction and maintenance ledger showing date, claim number, amount, fund and cost distribution, and remarks. Arr. chron. No index. Typed under pr. hdgs. 150 p. 12 x 8 x 1. Off. of supt. of hwys., 1st fl.

-
1. L.1921, p. 781; L.1933, p. 960.
 2. L.1913, p. 523-26.
 3. L.1913, p. 525, 526.



County Superintendent of
Highways - Claims; Receipts and
Expenditures; Reports and Cor-
respondence; Maps

262. W. P. A. FILES, 1935--. 1 f.b.
Miscellaneous papers, such as project work sheets, sponsors' inventories, erosion reports, pencil drawings and blueprints of proposed improvements, correspondence and bulletins. Arr. chron. No index. 12 x 12 x 26. Off. of supt. of hwys., 1st fl.

Claims

263. CLAIMS, 1935--. 1 f.b.
Claims against motor fuel tax fund, showing claim number, name of claimant, amount and purpose of claim, and dates allowed and filed. Arr. chron. No index. 12 x 12 x 26. Off. of supt. of hwys., 1st fl.

264. CLAIM REGISTER, 1931--. 1 v.
Claim register showing date, claim, purchase order, requisition numbers, name and address of claimant, amount of claim, functional distribution, and warrant reference. Arr. chron. No index. Typed under pr. hdgs. 250 p. 12 x 18 x $1\frac{1}{2}$. Off. of supt. of hwys., 1st fl.

Receipts and Expenditures

265. RECORD (Receipts and Disbursements), 1933--. 1 v. (1).
Record of receipts and disbursements, showing date, from whom received, amount, to whom paid, date, amount, and totals. Arr. chron. No index. Typed. 200 p. 16 x 10 x $1\frac{1}{2}$. Off. of supt. of hwys., 1st fl.

266. COUNTY MOTOR FUEL TAX ALLOTMENT RECORD, 1935--. 1 v.
Record of motor fuel tax allotments, showing amounts received and disbursed, dates received and paid, claim number, explanation, and balance available. Arr. chron. No index. Typed under pr. hdgs. 200 p. 10 x 13 x 1. Off. of supt. of hwys., 1st fl.

Reports and Correspondence

267. HIGHWAY AND MOTOR FUEL FILE, 1933--. 2 f.b.
Weekly reports, request for funds, cost sheets, resolutions, inspection reports, construction papers, vouchers for funds received, right of way dedications and papers, machinery rentals, and correspondence to and from superintendent. Arr. alph. by subject matter. No index. 10 x 4 x 14. Off. of supt. of hwys., 1st fl.

Maps

268. SCOTT COUNTY HIGHWAYS, 1933--. 127 maps.
Maps and plans showing proposed improvements, section number, specifications of construction, materials used, locations of cornerstones, culverts and bridges, town and range lines, beginning and ending of improved roads, railroads and streams. Arr. by sec. no. Author, J. A. Young, Winchester, Illinois. Blueprint. Profile, 1 in. to 100 ft.; cross-section, 1 in. to 5 ft. 24 x 40. Off. of supt. of hwys., 1st fl.

XVII. COUNTY SURVEYOR

The county surveyor is required by law to make all surveys within the bounds of his county that he may be called upon to make by application. Such surveys include surveys of additions or subdivisions, and marking of county lines. Few changes have been made in the original statutory requirements for the duties of this office.

The county surveyor was an elective officer of the county electorate in Scott County from the organization of this county in 1839 until 1936. Since September of the latter year, the surveyor has served as an appointee of the board of county commissioners.¹ The term of his appointment is for a four-year period.

The surveyor must keep a record book of surveys made by him, preserve his field notes, and retain copies of plats in certain cases and his original thereof in others. From a quantitative point of view, the best representation of his work is in the hands of the recorder, whose certification of maps and plats gives them legal recognition, and whose custody of them is required by law.²

For recorder's entry and land patent record books, see entries 91-93.

269. SURVEYOR'S RECORD, 1885--. 1 v. Last entry 1931. Surveyor's record showing name of person, company or corporation for which survey was made, location, legal description, surveyor's name, date of survey, and affidavit. Arr. chron. Indexed alph. by name of owner. Hdw. under pr. hdgs. 550 p. 18 x 12 x 3. Cir. clk.'s vlt., 1st fl.

XVIII. DRAINAGE COMMISSIONERS

The Constitution of 1870 delegated to the General Assembly a broad power to provide laws in regard to drainage.³ Owners of land may organize drainage districts whose corporate authorities have power to acquire rights of way, issue bonds, construct and maintain drains, ditches, and levees for agricultural, sanitary, or mining purposes, and assess the property benefited thereby.⁴

-
1. L.1837, p. 558; R.S.1874, p. 455,1050; L.1903, p. 349; L.1933, p. 1104.
 2. L.1821, p. 634; R.L.1829, p. 173; R.L.1833, p. 582,599,600; L.1845, p. 201; R.S.1874, p. 1050; L.1915, p. 575; R.S.1935, p. 2416.
 3. Constitution of 1870, Art. IV, sec. 31.
 4. First amendment to the Constitution, ratified November 29, 1878; incorporated in Constitution of 1870, Art. IV, sec. 31; L.1879, p. 120, 124-28.



Owners of land may organize drainage districts upon petition to the county court. If the court finds in favor of the petitioners, it then enters an order to that effect and appoints three commissioners to examine and survey the proposed lands. When the commissioners have completed their assignment, they make a final report to the court with recommendations and the copies of surveys, maps, plats, and estimates. After the report is made the court completes the organization of the district and arrangements are made for the election of three drainage commissioners for the district.¹ The county clerk is the ex-officio clerk of such districts.²

The following records, however, regardless of how kept, belong to the drainage commissioners:

1. Records of bonds issued.
2. Assessment books.
3. Petitions of owners of land to stay assessments, orders of commissioners thereupon, and other proceedings.
4. State auditor's certificates of interest due on bonds.
5. Tax lists showing pro-rata share of levy for bond interest (union and special districts only).
6. Copies of reports to county court on conditions of district and estimated expenditures; and to county treasurer on delinquent lands; maps and plats, surveys and estimates; office transactions.³

The first two records are required to be kept in separate books, the next three generally are known as the "Drainage Record", and the remaining records are kept desultorily.

For other drainage records, see entry 21.

270. SCOTT COUNTY DRAINAGE DISTRICT PAPERS, 1923--. 9 f.b. Bills of exceptions, statements of profits, cancelled bonds and certificates, assessment rolls, verdicts of juries, objections, claims, bonds and resolutions of commissioners, and contracts. Arr. chron. No index. 9½ x 16½ x 12. Co. clk.'s vlt., 1st fl.

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1. L.1871-72, p. 356; R.S.1874, p. 429; L.1875, p. 76; L.1879, p. 120, 155; L.1885, p. 77, 93, 95, 108; L.1907, p. 274; L.1913, p. 260.
 2. L.1885, p. 77; L.1915, p. 389; L.1919, p. 467; L.1933, p. 505.
 3. L.1879, p. 120-34; L.1885, p. 78-104.



271. DRAINAGE RECORD, 1916--. 3 v. (1-3).
Commissioners' record of drainage and levee districts, showing names of commissioners and district, approvals of accounts, orders to purchase equipment, petition for authority to purchase equipment, amount of special assessments, names of land owners, date objections filed, and orders of the court. Arr. chron. Indexed alph. by name of drainage district. Typed. 600 p. 18 x 12 x 3 $\frac{1}{2}$. Co. clk.'s vlt., 1st fl.

272. DRAINAGE FEE BOOK, 1915--. 1 v. (1).
Record of fees charged against drainage and levee districts, showing date, clerk's cost, amount of fees charged and received, sheriff's and witness fees, and total fees paid. Arr. chron. Indexed alph. by name of district. Hdw. under pr. hdgs. 550 p. 18 x 12 x 3. Co. clk.'s vlt., 1st fl.

273. MAUVAISTERRE DRAINAGE AND LEVEE DISTRICT, 1924--. 2 v.
Reports of commission relative to drainage district, showing names of district, judge, clerk, and attorneys, cause for action, dates of filing, and approval, and record book and page. Arr. chron. No index. Typed. 300 p. 9 x 14 $\frac{1}{2}$ x 3. Co. clk.'s vlt., 1st fl.

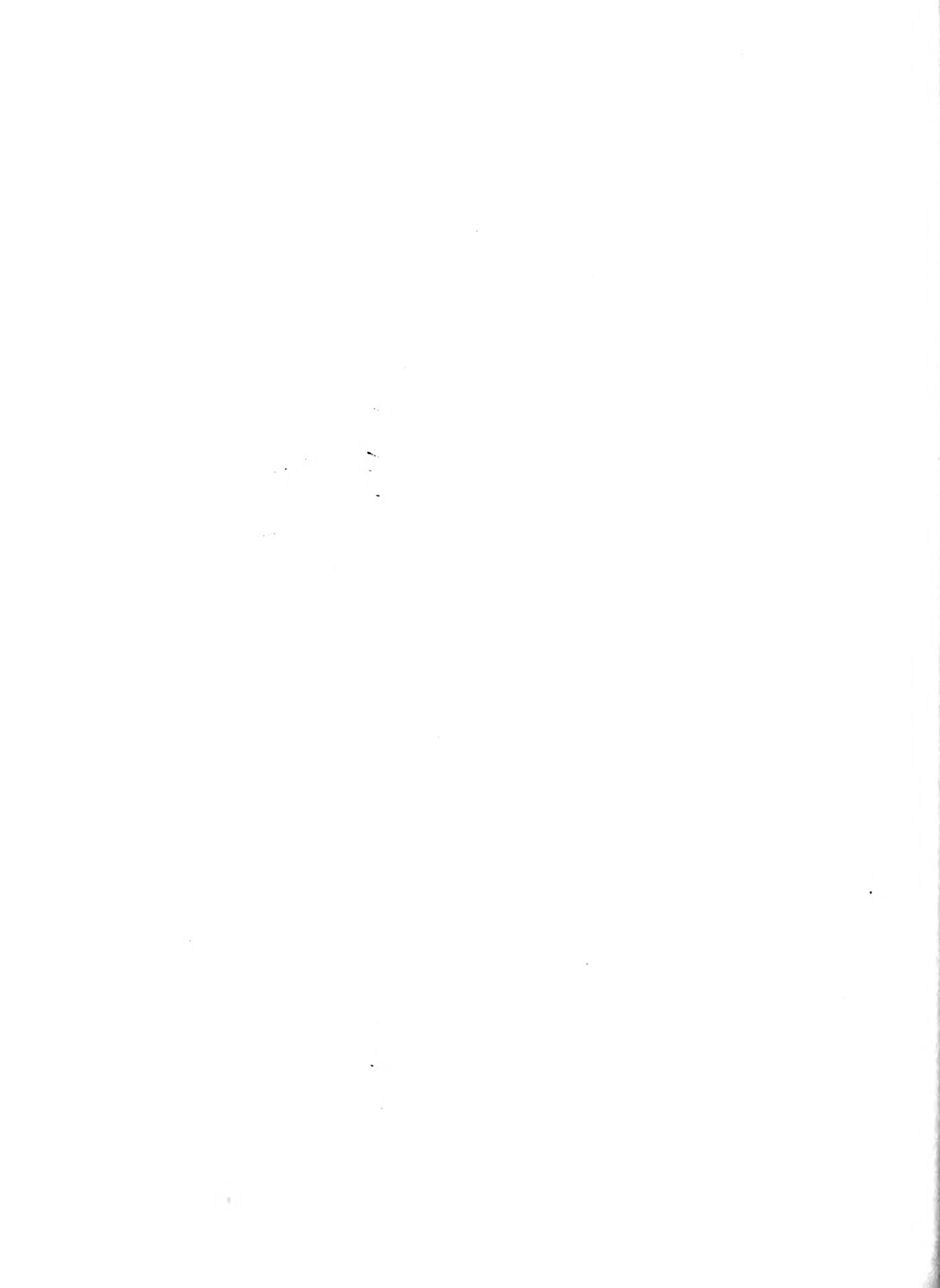
XIX. COUNTY BOARD OF HEALTH

The board of county commissioners, in Scott County, constitutes the county board of health.¹ On the breaking out of any dangerously communicable disease in the county, or in the immediate vicinity, the board is required to make and enforce such rules and regulations tending to check the spread of the disease within the limits of the county as are considered necessary. For this purpose the board of health has power to quarantine any house or houses or place where any infected person may be, and cause notice of warning to be placed on such premises, and require the disinfection of the house or place. If the board of county commissioners neglects to carry out the rules and regulations of the state board of health, the state agency is empowered to discharge such duties and collect from the county the reasonable costs, charges and expenses incurred.

The powers of the county board of health are:

1. To do all acts, make all regulations which may be necessary or expedient for the promotion of health or the suppression of disease.

1. L.1901, p. 91.



County Department of Public
Welfare

2. To appoint physicians as health officers and prescribe their duties.
3. To incur the expenses necessary for the performance of the duties and powers enjoined upon the board.
4. To provide gratuitous vaccination and disinfection.
5. To require reports of dangerously communicable diseases.

Persons who violate or refuse to obey any rule or regulation of the board are subject to a fine of not over \$200 and imprisonment for not over six months, or both.¹

The county clerk as ex-officio clerk of the board keeps a full record of the proceedings of such board.

For record of proceedings, see entry 1.

XX. COUNTY DEPARTMENT OF PUBLIC WELFARE

The Scott County department of public welfare was established in 1936 as successor to the county commission of welfare and its executive appointee the county superintendent of public welfare.² The new county department of public welfare consists of the superintendent of public welfare and a staff selected by him in accordance with, and subject to, the approval of the state department of public welfare.

The board of county commissioners submits to the said state department a list of five residents as candidates for the office of superintendent. An eligible list of these candidates is prepared by the state department by competitive examination and certified to the county board. The board in turn makes an order appointing one of the eligibles as superintendent of public welfare.³

The superintendent of public welfare is in charge of all the executive and administrative duties and responsibilities of the county department of public welfare. He is subject to the rules and regulations of, and removal by, the state agency.⁴

1. L.1901, p. 92; L.1903, p. 136.
2. Sp. sess. L.1935-36, p. 70-73; L.1937, p. 451.
3. L.1937, p. 451,452.
4. L.1937, p. 452.



County Department of Public
Welfare

The superintendent has power and it is his duty:

1. To have charge and develop plans for the administration of old age assistance.
2. To investigate and study problems of assistance, correction and general welfare within his county.
3. To co-operate with the state department of public welfare in the operation of welfare plans and policies in his county.
4. To maintain such records in the manner prescribed by the state department and file with the said agency all required reports.
5. To serve as agent and executive officer of the state department of public welfare in the administration of all forms of public assistance administered by the said department.¹

All the records of the county department are subject to the inspection and supervision of the agents of this central authority.

The county department of public welfare also serves as the county department for the administration of old age assistance and is subject to the rules and regulations of the state department.² Upon receipt of an application the department makes an investigation of the case. In the course of the investigation, the department is allowed to hold hearings and compel the attendance of witnesses and the production of papers and books.³

The county department for old age assistance keeps such records and accounts as are prescribed by the state department. All applications and records in these matters are considered public records.⁴

In Scott County no records appear for the County Department of Public Welfare. For register of poor relief warrants, see entry 8; for poor relief fund claims, see entry 19.

1. Sp. sess. L.1935-36, p. 72; L.1937, p. 452.

2. L.1935, p. 259; L.1935-36, first sp. sess., p. 54; L.1937, p. 265.

3. L.1935-36, first sp. sess., p. 54; L.1937, p. 267, 268.

4. L.1937, p. 268.



XXI. EXAMINER OF THE BLIND

Another phase of public assistance in Scott County, blind relief, is administered through the services of the county clerk and the examiner of the blind. The funds for this assistance are provided jointly by the county and the state.¹ Applicants claiming benefits of the fund go before the county clerk and make affidavit of residence and their incapacity. The county clerk files the application and refers the applicant to the blind examiner.

The office of blind examiner was first established in 1903.² The examiner, a physician appointed by the board of county commissioners, kept his office open only during the first week of each year for the purpose of examining all applicants for blind assistance. This situation continued until 1915, when the examiner's office was first kept open during the entire year for this purpose.³ This arrangement continues until the present time.

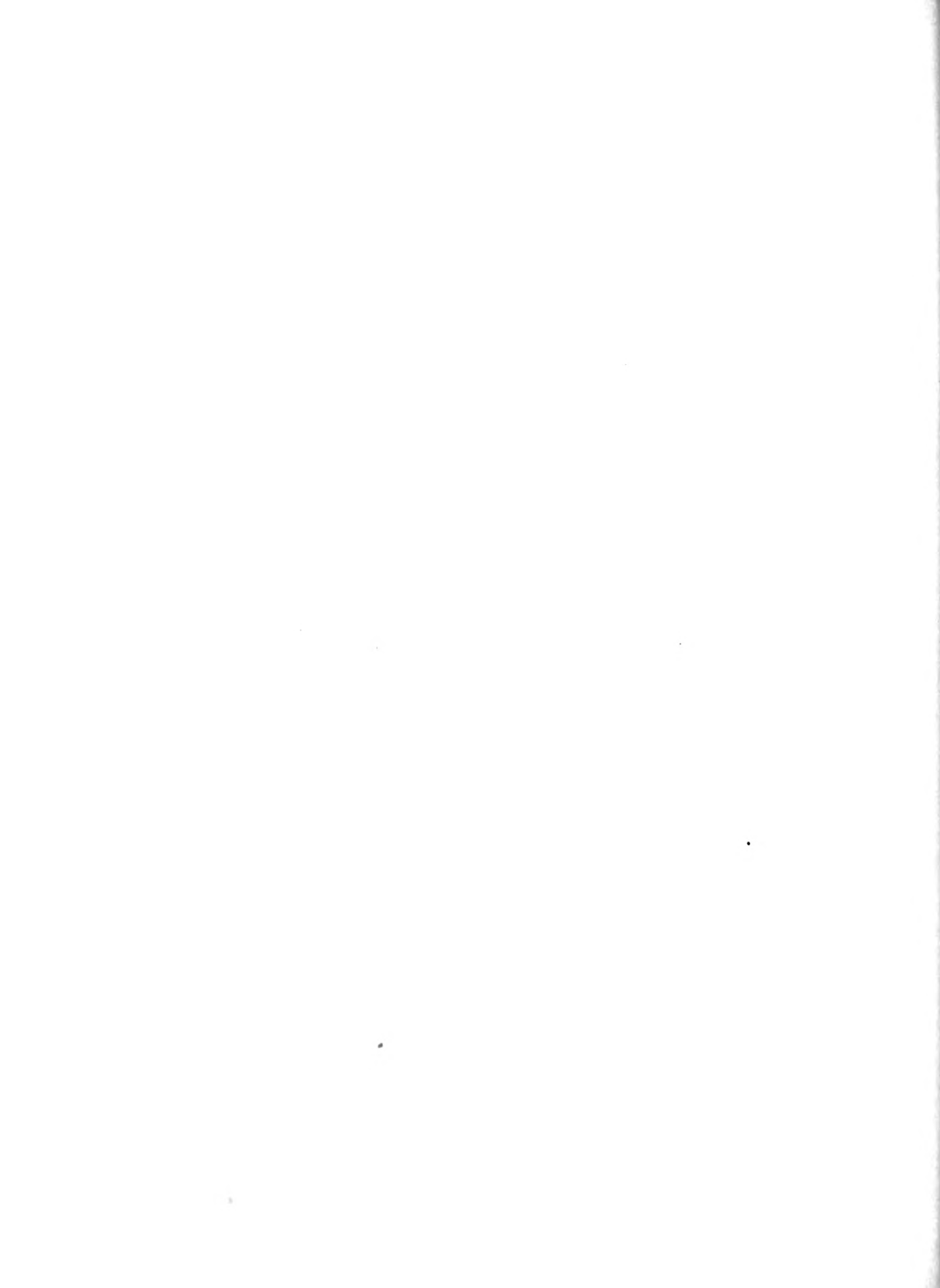
Under the earlier provisions the board of county commissioners referred applications to the blind examiner. The applicant made affidavit before the clerk who placed the same before the county board.⁴ Then beginning with 1915, the applicants are sent to the examiner by the clerk.

The examiner keeps a register in which he enters the facts of his findings as returned to the county clerk. The county clerk in turn registers the name, address, number of application and date of examination of those determined to be entitled to benefit. These facts are certified at each meeting of the county board.

In making appropriations for blind assistance, the board of county commissioners, are required to also provide funds for the year for persons who may become entitled to such benefit. Also, the board annually certifies and files with the state auditor an itemized statement of the amount paid out for blind relief.⁵ This statement is necessary for the joint appropriation of state with county funds.

In Scott County records for the examiner's office do not appear. For applications for blind relief and register of blind pensions, see entries 14, 15.

-
1. L.1927, p. 202.
 2. L.1903, p. 138.
 3. L.1915, p. 257.
 4. Ibid. 2.
 5. L.1935, p. 264.



XXII. PROBATION OFFICER
(Mothers' Pension)

The state and county funds for indigent mothers and their children, are administered by the county court, its appointed probation officer(s), and the board of county commissioners, with the assistance of the county clerk, the county treasurer, and the state department of public welfare. The county court, however, is given original jurisdiction in these matters.¹

A mother whose husband is dead or incapacitated, or who is abandoned by her husband is entitled to the benefits of the mothers' pension fund. Such mother in need may file an application with the county court for relief. The case of the applicant is then investigated by the probation officer under the direction of the court.

A report of the approval or disapproval of such application, with recommendation, is then made by this officer to the court. If the application is approved, the probation officer or other person may file with the clerk of the said court, a written petition verified by affidavit setting forth the facts giving the court jurisdiction and other facts upon which an order for relief is entered. Upon receipt of the petition a summons is issued to the mother and board of county commissioners for appearance. The usual procedure is for the board to make a written appearance. Upon the hearing in court, the court may make an order upon the county board to pay monthly such money as may be necessary for the care of the mother and her child or children in accordance with the provisions of law.

To carry out this procedure, the county court appoints the probation officer who serves during the pleasure of the court and is compensated for his services by the county board. As noted above, this officer investigates all applications for relief and makes a written report to the court. In addition to this duty, the probation officer makes quarterly visits and supervises, under the direction of the court, the families to which such assistance has been granted.²

The board of county commissioners annually levies a tax on all taxable property to provide for the mothers' pension fund. The levy is made not in excess of two-fifths of one mill on a dollar in Scott County.³

1. L.1913, p. 127; L.1915, p. 243; L.1921, p. 164; L.1935, p. 256.

2. L.1933, p. 194; L.1935, p. 256.

3. L.1919, p. 780,781; L.1927, p. 196,197; L.1928, sp. sess., p. 3; L.1933, p. 194.

Probation Officer
(Mothers' Pension)

Also the General Assembly makes appropriations from time to time to the state department of public welfare which is distributed to the several counties as a part of the pension fund. To become entitled to the state appropriation, the county must meet the standards of administration set by the state agency. The county treasurer certifies to the state department an itemized statement attested by the county clerk, of the money paid out in accordance with the legislative provisions for this pension beginning July 1, 1935, and also the total assessment and levy, beginning as of this period, for this purpose.¹

For record of board of county commissioners, see entry 13; for county court record, see entries 137, 138.

1. L.1935, p. 256.

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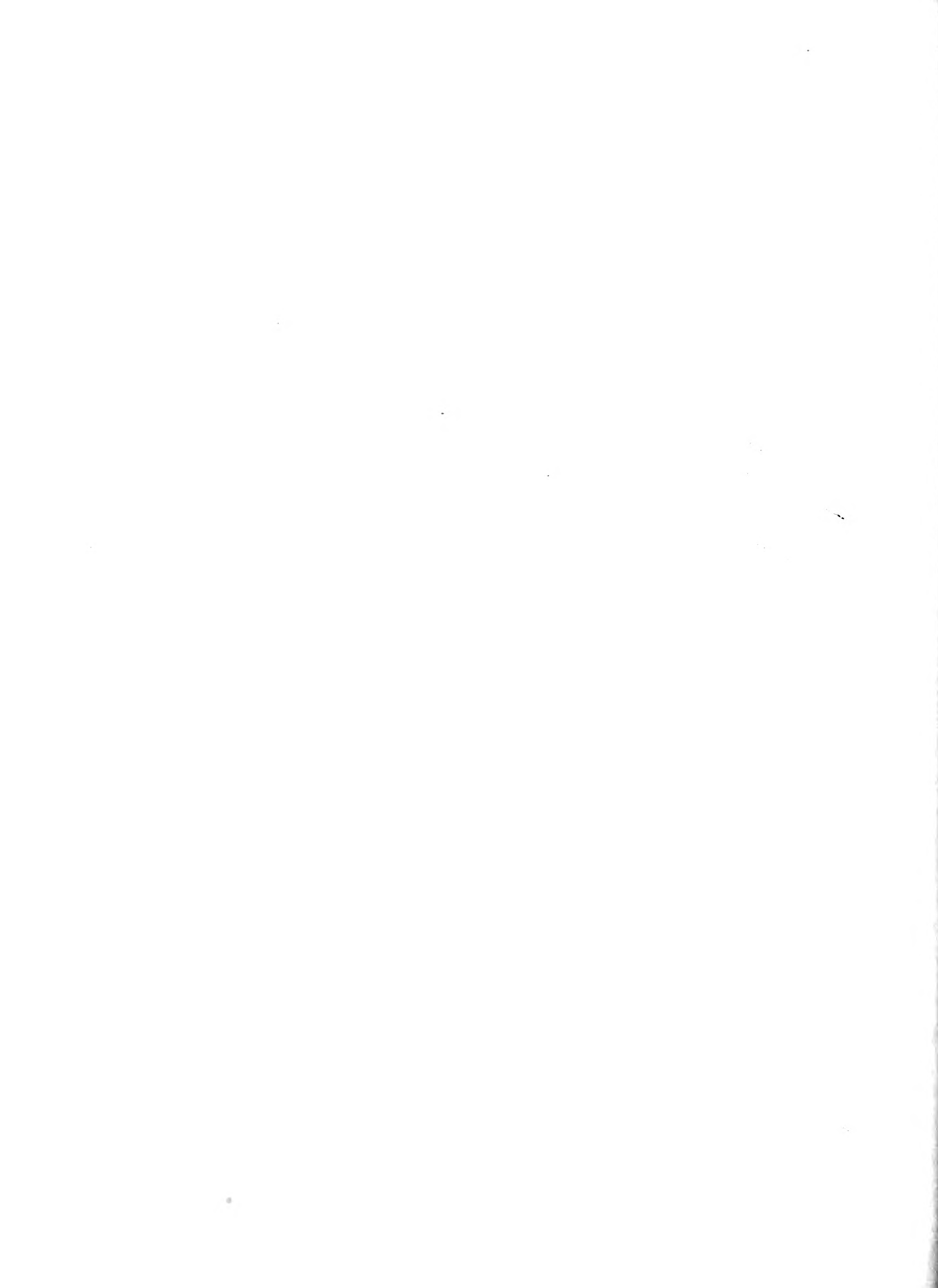
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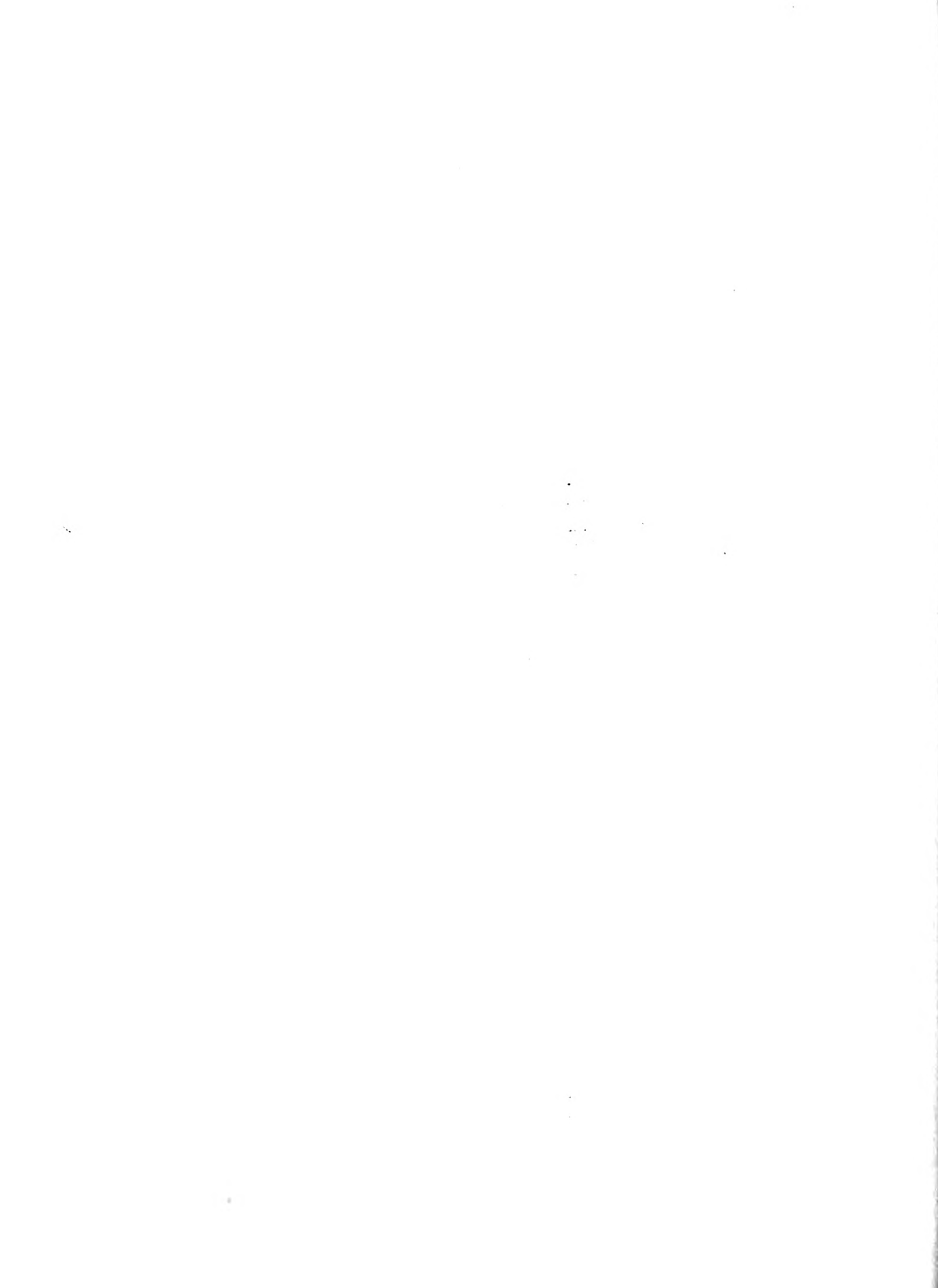
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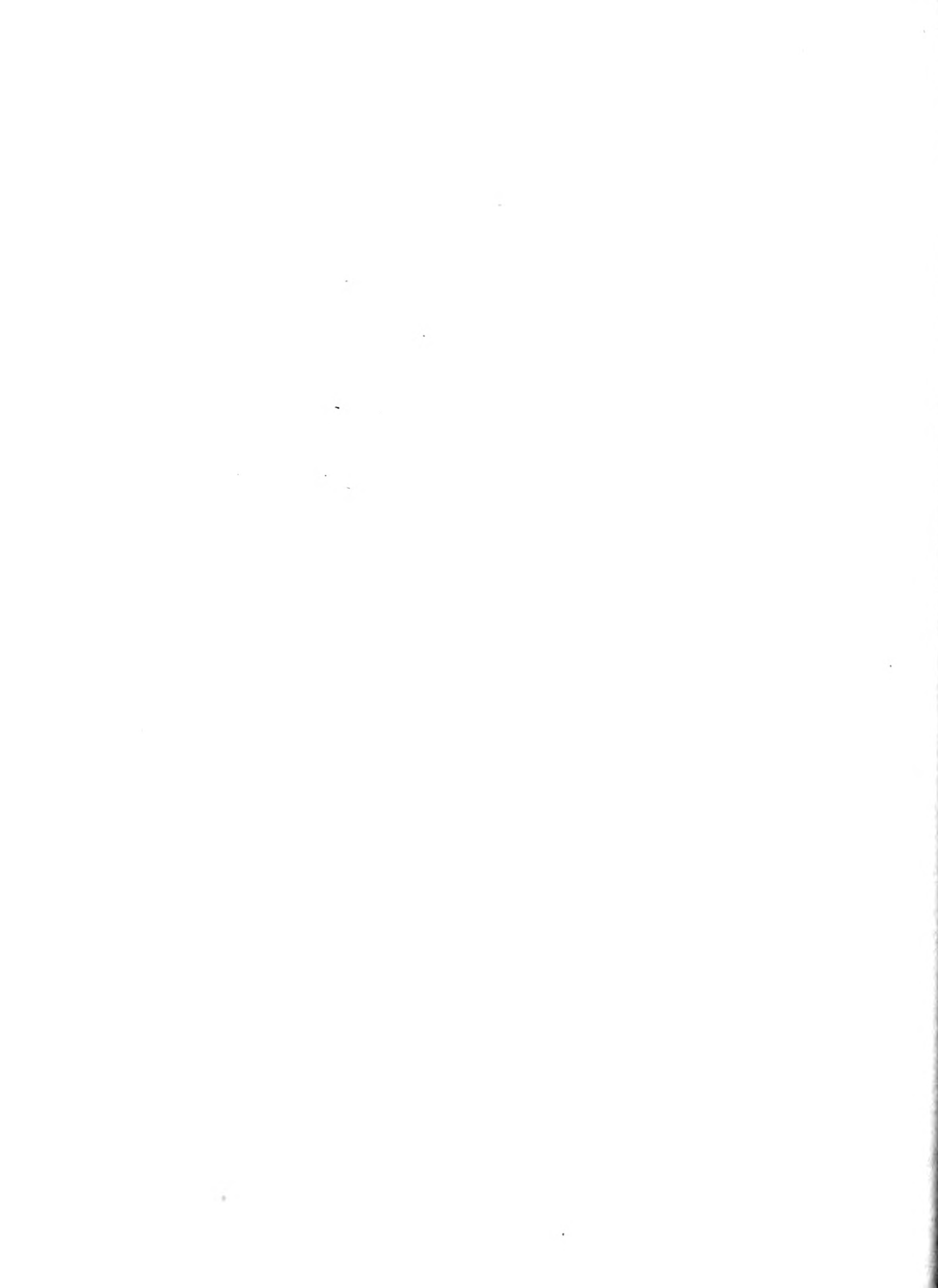
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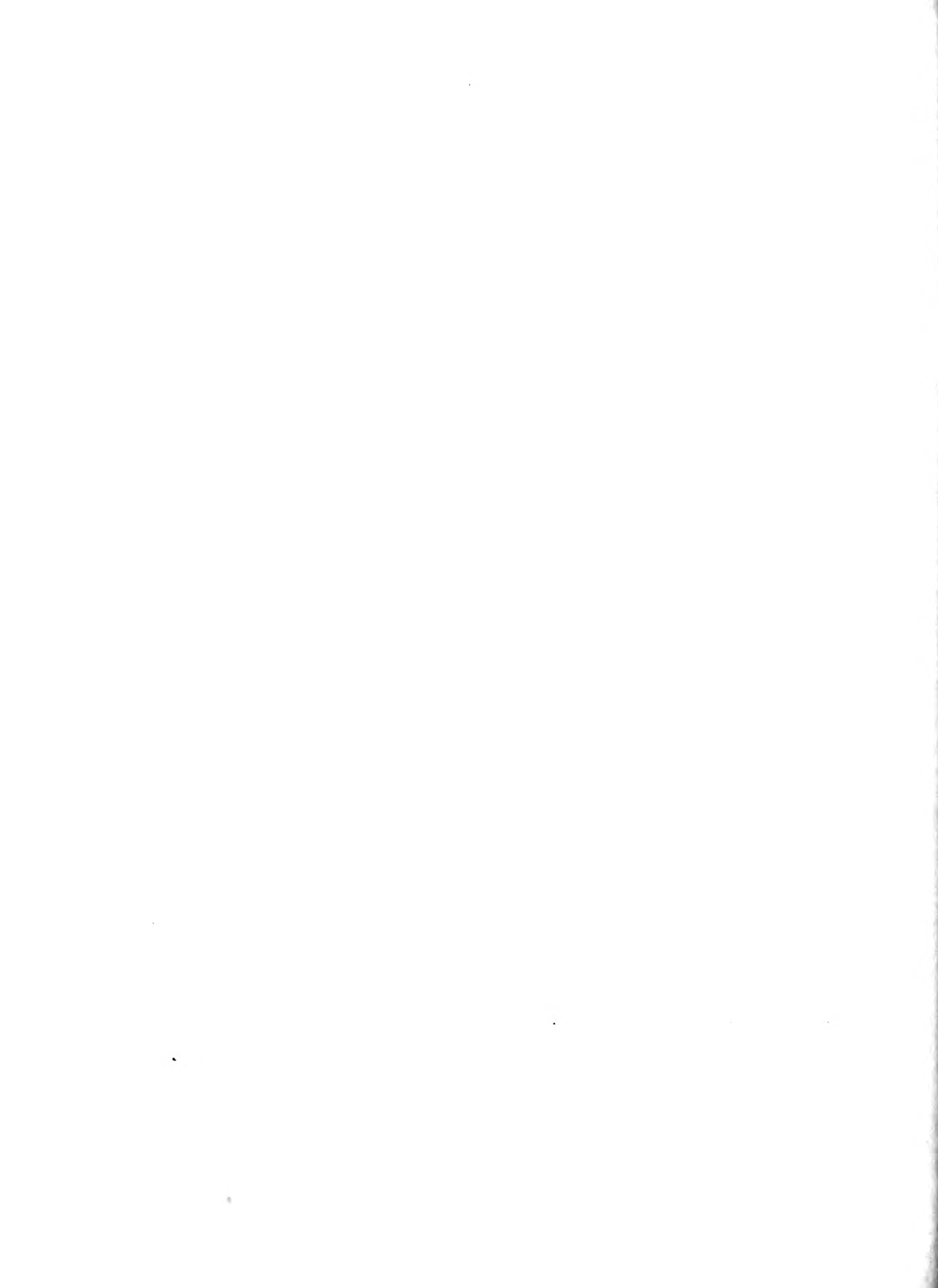
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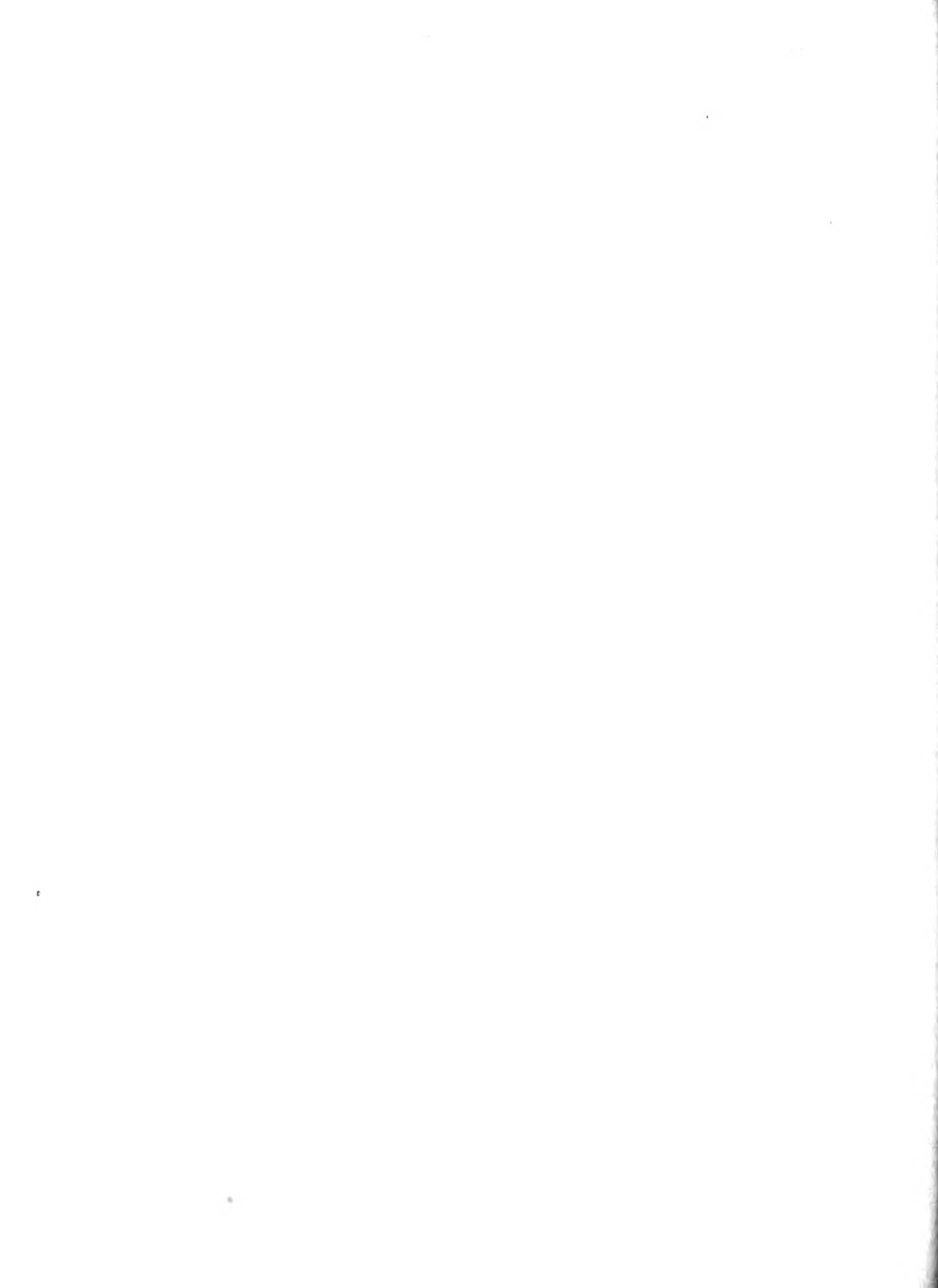
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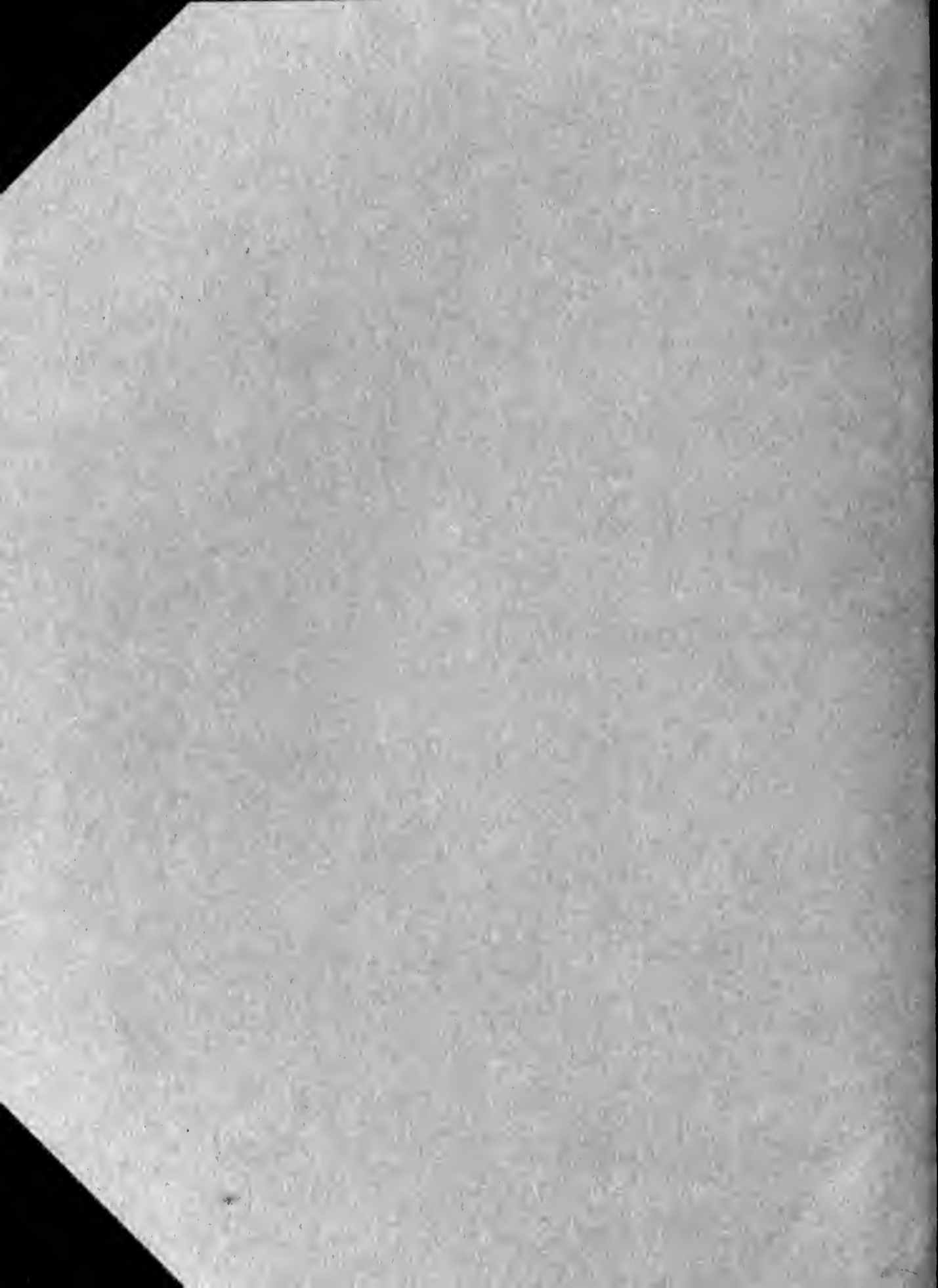
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